

# **New Jersey Universal Fingerprint Form**

www.bioapplicant.com/nj

(1) Originating Agency Number (ORI #) (2) Category					(3) Statute Number				
NJ920610Z			YSB	1	15A:3A-1	1 ` '			
					(5) Document Type (6) Payment Information				
(4) Reason for Fingerprinting YOUTH SERVING ORGANIZATION VOLUNTEER					1 ' '	VB1		21.44	
(7) Contributor's Case # (Unique Identifier)					(8) Miscellaneous				
CAM174									
(9) First Name		(10) MI		(11) Last Name					
(12) Daytime Phone Number		(13) Social Security Number (Opti		onal)	(14) Date of Birth		(15) Height (16) Weight		
) -									
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Count			ntry for all others)	y for all others) (19) Country of Citizenship			
. ,					·		·		
(20) Home Address									
Address			City		State	Zip			
(21) Gender (Select one)	(22) Hair Color		(23) Eye Color		(24) Race (Select One)				
[ ] Female					[ A ] Asian/ Pacific Islander (includes Asian Indian) [ B ] Black				
[ ] Male					[ I j American Indian / Alaska Native				
[ ] Both						White ( Includes Hispanic/ Spanish Origin) Unknown			
(25) Occupation / Position (with respect to	(26) Employer / Organization Name (with respect to Requirement) Our Lady of Mount Carmel Regional School								
Requirement)									
·	Employer Address: Cedar Avenue								
	City Berlin State NJ Zip 08009								
<u>Identification Requirement</u> - Acceptable									
that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name,									
Address (home/employer), Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes.  Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID									
Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).									

## Please READ This Form Carefully:

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. PLEASE PRINT LEGIBLY. It is required that you present this completed Universal Fingerprint Form, IDG\_NJAPP\_020115\_V2, at your scheduled appointment.

#### Appointment Scheduling:

Scheduling is available anytime at <a href="https://www.bioapplicant.com/nj">www.bioapplicant.com/nj</a>. Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at 1-877-503-5981. Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

# Payment:

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, American Express, Discover, and prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

#### Cancel/ Reschedule:

Appointments may be canceled or rescheduled via the website or the call center <u>before the deadline of 5PM EST</u> the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 plus tax (\$10.69) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

# Unable to be Fingerprinted:

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG\_NJAPP\_020115\_V2, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 plus tax (\$10.69) appointment fee. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

### PCN and Receipts:

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.

Applicant ID Number:	Payment	PCN:
Number:	Authorization:	
Scheduled	Scheduled	Scheduled
Day & Date:	Time:	Site:
Agency Information:		

You MUST retain a copy of this form and the receipt of printing for your personal records.