



DIOCESE OF CAMDEN
Office of Child and Youth Protection

We can be sure that we love God's children when we love God and do what He has commanded. 1 John 5:2

Fingerprint process for parish employees, parish volunteers and school volunteers.
(School employees follow a different process.)
Effective February 17, 2020.

1. A Microsoft web browser like Internet Explorer or Edge is recommended.
2. Enter the following url: <http://uenroll.identogo.com>
3. Enter this Service Code to get started: 2F1J3Y
4. Click on the first option: Schedule or Manage Appointment
5. Enter your information as prompted. Note that your legal name must match exactly the name on the identification document you are bringing to the fingerprint location. Click Next when you have completed the page.
6. This page informs you that payment is now required at the fingerprint location. Only a credit card, business check or money order is accepted. No personal check and no cash. Click Next.
7. Enter the Contributor's Case Number. This is six-digits beginning with the letters CAM that is given to you by the parish or school safe environment coordinator and is specific to your location. For example, CAM001 or CAM260. If you enter the wrong number here, you will not receive a clearance letter. Click Next.
8. This page is your citizenship. Enter requested information. Click Next.
9. Answer the two questions. Click Next.
10. Enter your personal information. Click Next.
11. Enter your mailing address. Click Next.
12. Select from the drop down menu the document you will be bringing to the fingerprint location. Click Next.
13. Enter your zip code to find the nearest fingerprint locations to you. Click Search. Select the location, the date and the time and click on Submit. It is strongly recommended that you give yourself plenty of time and arrive early.
14. This will take you back to the page with the payment information. At the bottom of the page you will see your scheduled appointment. Click on Done.

If your parish or school reimburses the expense of the fingerprinting, please make sure you give the receipt to the safe environment coordinator.

February 2020

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(1) Originating Agency Number (ORI #) NJ920610Z		(2) Category YSB	(3) Statute Number 15A:3A-1		
(4) Reason for Fingerprinting YOUTH SERVING ORGANIZATION VOLUNTEER			(5) Document Type VB1	(6) Payment Information \$24.05	
(7) Contributor's Case # (Unique Identifier) CAM174			(8) Miscellaneous		
(9) First Name SAM		(10) MI D	(11) Last Name DE		
(12) Daytime Phone Number		(13) Social Security Number (Optional)	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address Address _____ City _____ State _____ Zip _____					
(21) Gender (Select one) <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male <input type="checkbox"/> Both		(22) Hair Color	(23) Eye Color	(24) Race (Select One) <input type="checkbox"/> A Asian/ Pacific Islander (includes Asian Indian) <input type="checkbox"/> B Black <input type="checkbox"/> I American Indian / Alaska Native <input checked="" type="checkbox"/> W White (Includes Hispanic/ Spanish Origin) <input type="checkbox"/> U Unknown	
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement) Our Lady of Mount Camel Regional School Employer Address: Cedar Avenue City Berlin State NJ Zip 08009			
Identification Requirement - Acceptable Identification must be presented at the <u>time of printing</u> . Identification presented MUST be one (1) document 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 www.bioapplicant.com/nj. 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 before the deadline of 5PM EST 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 Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information:		

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

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM