

## ARCHIVE PROCEDURE

The archive process is used to fulfill the requirements of the fingerprint law that requires all direct care staff to be reprinted every two years. This is also a licensure requirement for all community contract providers.

The procedure to submit an archive request is as follows:

The Archive Procedure template is to be used when requesting an archived print for a Criminal History Record Inquiry (CHRI) through either the State Police or the FBI. **(Please note that no changes should be made to this template NJA\_Archive Submission Temp Ver. 1.0)**

Using the excel form (sent via email), you must fill in the blank columns and send via email to the DDD Fingerprint Liaison (Cathy.Butler@dhs.state.nj.us). **The Social Security field is not a mandatory field and may be left blank, do not delete this field.** The DDD Fingerprint Liaison will forward the request to MorphoTrak.

The results will then be mailed to the requesting agency, by the DHS Coordinator from the Department of Human Services Central Finger Print Unit. **\*Note: 2 year print requests will only generate an FBI result and a new PCN (12 digit number) will appear on the result to be used on the next 2 year request.**

If you have any questions regarding this procedure please contact Cathy Butler at (609) 689-1763 or by email at Cathy.Butler@dhs.state.nj.us.

Any questions relating to fingerprint results should be directed to Susan Bell in the Department Central Fingerprint Unit at (609) 292-0207.