

TO: ALL PRIVATE DETECTIVE LICENSE HOLDERS AND APPLICANTS

The New Jersey State Police Private Detective Unit has completed the transition to the "Live Scan" fingerprint process rather than the traditional "ink and roll" method. This new process will expedite both State and Federal fingerprint responses, thus improving the quality of service provided to Private Detective license holders, applicants, and employees.

The New Jersey State Police Private Detective Unit requires that all applicants for initial licensing and license renewal must submit to a fingerprint procedure as part of the application process. All employees of licensed companies must also submit to a fingerprint process as part of the hiring and registration procedures. Starting June 1, 2004, all applicants and employees must comply with the new procedure for submission of fingerprint impressions.

Applicants residing out of state will submit the tradition ink and roll fingerprint cards along with the requisite fees and universal forms. New Jersey residents will comply with the "Live Scan" requirements by utilizing one of the following three methods:

1. Potential employees will contact Sagem Morpho, complete the process, and submit the receipt as proof of fingerprinting. The license holder will then hire and register the employee as required.
2. License holders may purchase scanning machines from Sagem Morpho and immediately "Live Scan" potential employees on site, without waiting for an appointment made with Sagem Morpho.
3. Potential employees will make an appointment with Sagem Morpho. License holders will collect and maintain one set of "ink and roll" fingerprints for any new employee that has not been "Live Scanned." Once "Live Scanned," the employee will submit the Sagem Morpho receipt to the license holder as proof of fingerprinting. The license holder will then forward the receipt and registration fees. If the employee does not keep the Sagem Morpho appointment, they will be terminated.

FOR COLONEL JOSEPH R. FUENTES  
SUPERINTENDENT

Sincerely,

Lt. John H. Hook #2961  
Unit Supervisor  
Private Detective Unit