

***INSTRUCTIONS***  
***Private Detective Agency***  
***Employee Registration Protocols***

The Private Detective Act requires that all employees of licensed private detective agencies must submit to a fingerprint process as part of the hiring and registration procedures. All employees will submit for electronic fingerprinting via the vendor, MorphoTrak. A list of sites and contact information is available at the MorphoTrak website, [www.bioapplicant.com](http://www.bioapplicant.com).

Employees may not be scheduled for work until they have provided their employer with the requisite fingerprinting receipt from MorphoTrak.

Employee registrations must conform to the following procedures:

***Documentation/fees submitted the Private Detective Unit:***

1. A notification on the agency's appropriate letterhead indicating the employee's name, date of birth, social security number and date of hire.
2. Original fingerprinting receipt from MorphoTrak as proof of fingerprinting.
3. Registration fee \$15.00 per new employee payable to *State of New Jersey*.

***Payments:***

1. Payment for all remitted items shall be a money order, cashier's check, certified check or business check. **NO** personal checks or cash accepted.
2. One check may include multiple registration fees. However, **DO NOT** combine the payment for new hires and renewed employees, submit separate checks for each category.

***The licensee shall keep the following on file at the place of business for inspection purposes:***

1. **Employees Statement** (Form 202) must be completed, signed, and notarized.
2. Copy of fingerprinting receipt from MorphoTrak as proof of fingerprinting.