

SERVICE CODE:  
CONTRIBUTOR CASE NUMBER:



**TO: Owners, Directors, Officers and Employees of Cannabis Businesses and Testing Laboratories Seeking Licensure Under the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act**

**SUBJECT: Fingerprint Process;**

State law requires that any owner, director, officer or employee working in or operating a cannabis business pursuant to the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act (P.L. 2021, c.16) submit to a fingerprint process before starting employment or providing services. You must provide fingerprint impressions that will be used to check the criminal history records of the New Jersey State Police and the Federal Bureau of Investigation to determine if you have been convicted of any offenses, including disqualifying offenses. Also, we will be notified if you are convicted of an offense at a later date.

In order to have your fingerprints taken, you must contact the vendor designated by the New Jersey State Police to take fingerprint impressions. To make an appointment please go to <https://uenroll.identogo.com> and provide the following information **EXACTLY** as it appears:

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**NOTE:** *Service Code is unique to this application ONLY. Do not use this code for another purpose.*

You will be scheduled to report to a local site and have your fingerprint impressions taken. On the day you report, you **MUST BRING A PHOTO ID ISSUED BY A GOVERNMENTAL AGENCY (see list of acceptable IDs.)** Failure to follow this direction will result in your being turned away at the center and will require you to make a second trip. If you do not have access to the Internet, you may call **(877) 503-5981** Monday through Friday, 8 AM to 5 PM, and Saturday 8 AM to noon. You are required to pay any fee associated with this application.

You have the right to know that we do not share, disseminate or disclose the information we receive during this process and that we do not retain the information after it is used. Also, if we inform you that we have found information that could disqualify you from participation you have the right to complete the record and/or challenge the accuracy of the criminal history before we act on the information. You will be given at least thirty days to correct or complete the record. We will provide you with information on how to correct your record or challenge the accuracy of the criminal history report as well as the source of the information in the notice we send to you.

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Please take a moment to review the Federal Privacy Act Statement and a statement of your rights as an applicant submitting fingerprints for a non-criminal justice purpose and the Federal Privacy Act Statement found online at the New Jersey Cannabis Regulatory Commission website, [Fingerprint Submissions](#) tab. It is also posted in the fingerprint enrollment centers. Your signature when you get fingerprinted indicates that you have received the notice and consent to having your fingerprints submitted for this purpose. Thank you for your cooperation with this process. Please call us at (866) 561-5914 if you need more information or if you have any questions.

**Privacy Act Notice (PL 93-579)** The submission of social security numbers are mandatory for licensure pursuant to 42 USC 666 and N.J.S.A. 2A:17-56.60(a)1, and are used to uniquely identify candidates for licensure and to comply with child support order enforcement pursuant to N.J.S.A. 2A:17-41, *et. seq.* Failure to provide your social security number will delay your background check.

Speech and hearing-impaired candidates can call the **NJ Relay Service at 7 1 1**

**Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.**

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S. Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Employment Authorization Card/Document (I-766) that contains a photograph Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within the United States.

### **Juveniles**

Approved Document list as shown above; or

- Photo ID Waiver for Minors (Only needed in special circumstances)
- Required Secondary document if Photo ID Waiver for Minors is selected (only needed in special circumstances)
- Birth Certificate bearing an official seal or certified copy) issued by State, county, municipal authority (or outlying possession of the U.S.)
- Social Security Card

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To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code **XXXXXX** (*Service Code is unique to your hiring/licensing agency. **Do not use this code for another purpose.***)

Don't have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.

SAMPLE