



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	11-19-2012
Subchapter:	1	Forms	
Issuance:	16.54	<b>CP&amp;P Form 16-54, New Jersey State Police Applicant Identification Verification Form Required for Out-of-State Fingerprinting</b>	

Click here to view or print t CP&P Form [16-54](#).

### WHEN TO USE IT

The CP&P Form [16-54](#) is completed when an out-of-state agency takes fingerprints for a person who needs to be fingerprinted for New Jersey DCF. The purpose is to verify the identity of the person being fingerprinted.

### HOW TO USE IT

The person being fingerprinted out-of-state presents the CP&P Form [16-54](#) to the out-of-state agency taking the fingerprints. The out-of-state person taking the fingerprints completes the form and returns the CP&P Form [16-54](#) to the DCF Fingerprint Unit with the forms [FD-258](#) and [SBI-19](#).

### DISTRIBUTION

Original - Out-of-state agency

Return completed to DCF Fingerprint Unit