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DEPARTMENT OF HEALTH

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**GUIDANCE FOR NEW JERSEY YOUTH CAMP SAFETY
STANDARDS, FINGERPRINT-BASED CRIMINAL BACKGROUND CHECKS**

In March 2025, the Department of Health (Department) adopted rules under N.J.A.C. 8:25, New Jersey Youth Camp Safety Standards, that establish fingerprint-supported criminal background check requirements for resident camp staff. Specifically, N.J.A.C. 8:25-3.2(j) requires a resident youth camp operator to obtain a New Jersey finger-supported criminal background check for its camp director and each adult staff member having unsupervised access to campers. For an adult staff member of a resident camp whose permanent resident is not New Jersey (out-of-State or international), the rule also requires the youth camp operator to obtain a fingerprint-supported criminal background check, or its equivalent, from the staff member's permanent place of residence. The fingerprint-supported criminal background check requirements for resident youth camps are effective June 15, 2026.

Recently, the Department received inquiries from youth camp operators seeking additional guidance on obtaining fingerprint-supported criminal background checks for their resident camp staff, including those who either live in another state or abroad. In response, the Department is issuing the following guidance.

Obtaining New Jersey Fingerprint-Based Criminal Background Checks

N.J.A.C. 8:25-3.2(j) states that New Jersey fingerprint-based criminal background checks may be obtained by complying with the New Jersey State Police (NJSP) criminal background rules at N.J.A.C. 13:59 and the procedures established by the New Jersey State Police, which are outlined on the State Police's website at <https://nj.gov/njsp/criminal-history-records/chri-nj-res.shtml>. To provide resident youth camp operators with additional guidance on obtaining the background checks, the Department, in consultation with the NJSP, is providing the following step-by-step guide:

A. New Jersey Residents

The NJSP, Criminal Information Unit, provides fingerprint-based New Jersey criminal history record information (CHRI) checks to any resident of the State of New Jersey requesting a copy of their own CHRI. For youth camp staff, a personal record request for a CHRI must be requested. All Personal Record Requests will only supply a New Jersey CHRI.

New Jersey resident camp staff may obtain a CHRI check by submitting fingerprints via electronic live scan at one of the approved fingerprints capturing Identogo sites. The NJSP utilizes the live scan fingerprinting services provided by IDEMIA, a private company under contract with the NJSP. To begin the fingerprint process, the camp staff member is required to contact IDEMIA to schedule a time and place to have their fingerprints captured. The quickest and easiest method of scheduling an appointment is at <https://uenroll.identogo.com/>. Online scheduling is available 24 hours per day, seven days per week.

New Jersey resident camp staff, when scheduling an appointment online, must follow the prompts. The following service code and contributor case number must be associated with the request:

Service Code: 2F1BF3

Contributor case number: EMPLOYER

Upon arrival at your appointment to be fingerprinted, the proper identification that includes the home address the appointment was scheduled with must be presented at the fingerprint appointment. If the proper identification the appointment was scheduled with is not provided, a new appointment will need to be scheduled.

New Jersey resident camp staff without online access may contact IDEMIA at 1-877-503-5981, Monday through Friday, 8:00 a.m. to 5:00 p.m., and Saturday, 8:00 a.m. to 12:00 noon, to schedule an appointment. Spanish speaking operators are available upon request.

Failure to provide complete and accurate information may result in the need to be fingerprinted again incurring additional costs. **There are no refunds once a criminal history background check is completed.** Questions or revisions to responses must be made within ninety days or the process must be repeated. If a response is not received within ten working days, the NJSP, Criminal Information Unit should be contacted at (609) 882-2000 ext. 2302 or CIU@njsp.gov.

If the CHRI identifies a criminal history result, it will be mailed directly to the employer's address. If the CHRI does not identify a criminal history, the results will be available to the employer in the form of an official letter from the NJSP which is available for download via the NJSP website. Please allow up to 14 business days to receive this mail from the date fingerprinted.

The Personal Records Request letter is available for download for **90 days from the date fingerprinted**. Identogo PCN/TCN, Applicant Last Name and Date of Birth as entered on the Identogo form are required for authentication before the letter can be downloaded.

B. Out-of-State and Out-of-Country Residents

If the resident camp staff member is an out-of-state resident but lives, works, or attends school within a 10-mile radius of New Jersey borders, the staff member must be fingerprinted at an IdentoGO fingerprint site in New Jersey or at a participating out-of-state IdentoGO Universal Enrollment site. If the staff member's zip code is on the attached Restricted Zip Code List, then the individual must select Personal Record Request **Service Code 2F1BF3** listed above and schedule an appointment with **IdentoGO** at <https://uenroll.identogo.com/>. The staff member must review the attached **Restricted Zip Code List** for all zip codes within a 10-mile radius of New Jersey borders.

There are multiple out of state IdentoGO Universal Enrollment site locations across the United States that can be utilized to complete a fingerprint-based New Jersey criminal history record check. Site locations nearest the staff member can be searched by entering a zip code or town/city name during the enrollment process at <https://uenroll.identogo.com/>. The search feature will produce a list of any available IdentoGO Universal Enrollment sites in the individual's area. **Please note that IdentoGO will add a convenience fee for the out-of-state Universal Enrollment services.**

If the resident camp staff member's zip code is not on the Restricted Zip Code List and the individual is unable to be fingerprinted at an IdentoGO out-of-state Universal Enrollment site location, or the staff member is an out-of-country resident, the individual must submit hard card fingerprints by utilizing IdentoGO's Hard Card services. The staff member must select the following service code and contributor case number:

Service Code: 2F1BF3
Contributor case number: EMPLOYER

This service code and contributor case number must be used during the pre-enrollment process.

The staff member must follow the below instructions to pre-enroll on-line and complete the IdentoGO Hard Card process:

1. Obtain the **Out-of-State Personal Record Request Fingerprint Hard Cards**.

Printing the Hard Cards PDF on standard (8X10) paper is acceptable and **black** ink must be used.

2. Pre-enroll on-line and provide payment information at <https://uenroll.identogo.com/>. **The individual will need to include Service Code 2F1BF3 to complete this step.** Follow all instructions contained in the attached **Out-of-State Personal Record Request Instructions from Idemia**.

3. Select **"Submit A Fingerprint Card By Mail"** during the on-line enrollment process.

4. Complete your fingerprinting on a hard card. The staff member's local police department, live scan vendor, or embassy can complete hard card fingerprinting.

5. The fingerprint card will list the purpose of the record check and include all identification data including the individual's full name, date of birth, social security number, mailing address and contact information. **The police department or agency taking the fingerprints must positively identify the individual and complete the information on the NJSP Out-of-State Verification Form for Hard Card Fingerprints.**

6. Mail hard card fingerprints and the **NJSP Out-of-State Verification Form for Hard Card Fingerprints** to the following address:

PRINTS, INC
IdentoGO NJ CARDSCAN DEPARTMENT
100 SALEM CT.
TALLAHASSE, FL 32301

Any questions regarding the New Jersey Criminal History Record Check Process can be directed to the **New Jersey State Police, Criminal Information Unit at 609 882-2000 ext. 2302 or CIU@njsp.gov**.

Obtaining Out-of-State or International Fingerprint-Based Criminal Background Checks or their Equivalent

In addition to a New Jersey Fingerprint-Based Criminal Background Check, a youth camp operator is also required under N.J.A.C. 8:25-3.2(j) to obtain a fingerprint-supported criminal background check, or its equivalent, from the adult staff member's place of residence, if the staff member's permanent residence is in another country or is in a state other than New Jersey. To provide resident youth camp operators with additional guidance on obtaining these background checks, the Department is providing the following guidance:

A. Foreign Countries

The process for obtaining a fingerprint-based criminal background check, or its equivalent, from foreign countries varies as each country maintains its own laws and requirements for criminal background checks. The United States Department of State provides a helpful resource for obtaining criminal background check records from foreign countries on its website at <https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html>. While the website is directed towards visa applicants, it provides a useful tool that outlines the process for an individual to obtain police, court and prison records from an individual's home country and provides links by country for this information. For further information, international staff members are encouraged to contact the national police for their home country.

B. Out-of-State

The processes and requirements for obtaining fingerprint-supported background checks from other states vary as each state has its own laws and rules for background checks. For a staff member whose permanent residence is in a state other than New Jersey, the staff member is encouraged to contact the state police for their home state for guidance on obtaining a fingerprint-based criminal background check for employment purposes.

In the event the staff member's home state does not permit fingerprint-based criminal background checks for employment purposes, then the youth camp operator may obtain an equivalent to satisfy the rule requirements. An equivalent may include a request made by the staff member for a Criminal History Record Search, which is performed by many state police agencies for a fee. Again, the staff member should contact the state police for their home state to obtain information on this process.

If a staff member is unable to secure a fingerprint-supported background check, or its equivalent, from their home state or home country due to statutory or regulatory restrictions, then the resident youth camp operator should document the inability to obtain the background check in the staff member's employment file, with an explanation as to why the check could not be obtained, along with the remainder of the background check results outlined in N.J.A.C. 8:25-3.2.

Attachments:

1. Restricted Zip Codes
2. Out-of-State Personal Record Request Hard Cards
3. New Jersey Non-Resident Cardscan Universal Enrollment Platform Processing Overview



New Jersey Non-Resident Cardscan

Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of New Jersey. In order to complete the process, applicants must complete the following steps.

1. Obtain fingerprints on NJSP (SBI-19) fingerprint card and complete personal information fields on fingerprint card.
2. Pre-enroll for cardscan submission at UEnroll.identogo.com. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency or during the pre-enrollment process. For further instructions, each applicant should contact their employer or agency contacts for those details.

Requirement Reminder: *Out-of-state applicants who reside, attend school, or work within a ten (10) mile radius or less of the State of New Jersey borders must be printed at a NJ fingerprint location. NJ's master zip code list will determine the 10 mile or less radius.*

Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process.

Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards

1. Visit <http://uenroll.identogo.com> and enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the **GO** button.

The screenshot shows the IdentoGO website interface. At the top left is the IdentoGO logo, and at the top right is a language dropdown menu set to "English". The main heading reads "Enter your Service Code to get started." Below this is a text input field labeled "Enter Code" with a blue "GO" button to its right. A red box highlights the input field and button. Below the input field, there is a link: "Don't know your Service Code? Contact your agency or [click here.](#)". At the bottom of the main content area, there is a blue banner with two service options: "Check the Status of your Service" (with a checkmark icon) and "Manage an existing Appointment" (with a calendar icon). Below this banner, there is a section titled "We provide the following additional services:" with three icons and descriptions: "State History Check" (with a magnifying glass icon), "Fingerprint Cards" (with a grid icon), and "Photo Services" (with a camera icon).

If you have **not yet** been provided a Service Code by the requesting agency, follow the link labeled "Don't know your Service Code? [Click Here](#)" to select from a list of agency names or use the agency ORI or contact your agency for assistance.

This is a close-up screenshot of the service code entry form. It features the heading "Enter your Service Code to get started." and a text input field labeled "Enter Code" with a blue "GO" button. A red box highlights the text "Don't know your Service Code? Contact your agency or [click here.](#)" located below the input field.

Please note: Not all agency ORI's may be available with this look up tool.

Please check with your agency, contributor, employer, or licensing administrator for specific information about Service Codes.

- The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

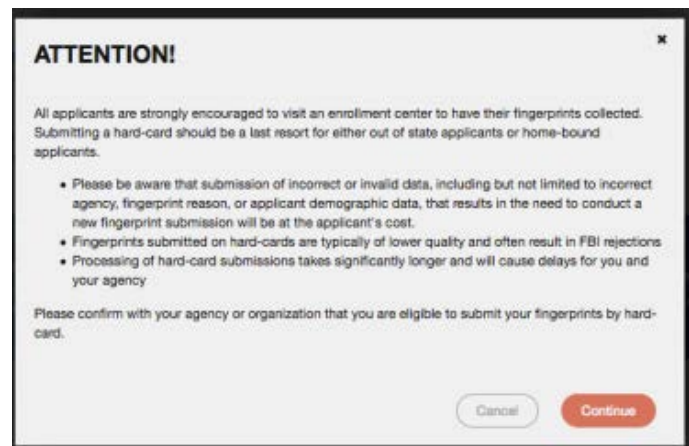
Schedule or Manage Appointment
Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?
Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center
Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click 'Continue' to proceed to the next page.



- The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.
- Pay for your service using an Authorization Code or Credit Card. If the Service is Auto-Billed to your Agency, payment will not be required.

Apply Authorization Code

Authorization Code

Pay With Credit Card


We Accept:

* Name on Card * Credit Card Number

* Month * Year * CSC/CVV

- Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 and submit this page along with your fingerprint card for processing. An example of the final screen is shown below.

1 (of 4) - REVIEW INFORMATION :

Date:	04/10/2018	
UE ID:	Unique Applicant UE ID	
Applicant:	Applicant Name	
Service:	Service Code and Sample Agency	
Total Due:	\$0.00	
Payments:		
Card (1111)	Total Charged to Credit Card	
Auth Number:	Credit Card Authorization Number	
Amount Paid as of x/xx/xx	Amount Paid	

UZVV-12VNX9

2 (of 4) - SIGN AUTHORIZATION:

Sample Text

Waiver Image

Only

Important - Read Carefully

I hereby request a final review of my fingerprints to find any police record on the federal issued individual January State Public and/or the Automated Fingerprint Identification System and that on any submitting the federal issued agency individual to incorrect information may result in my fingerprints being rejected for any reason found. I understand that any information I provide is correct and true.

I affirm I have read the following:

Privacy Act Statement

The FBI's acquisition, access, retention, use, dissemination, and disposal of information, including but not limited to fingerprints, is governed by the Privacy Act of 1974 (5 USC 552a). The requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is collected, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals to agency records.

Principal Purpose

Certain administrative, such as employment, training, and security operations, may be predicated on fingerprint-based background checks. Your fingerprints and associated information (SSAN) may be provided to the employer, investigating, or otherwise responsible agency, and/or the FBI for the purpose of conducting your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems and alerting responsible or other agencies of the employment, training, or otherwise responsible agency. The FBI may retain your fingerprints and associated information, biometrics in NGI after the completion of the application and, where retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Future Uses

During the process of this application, as long as you have your fingerprints and associated information, your information may be disclosed pursuant to your consent, and may be published at any time in the Federal Register, including the Federal Use for the purpose of conducting your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems and alerting responsible or other agencies of the employment, training, or otherwise responsible agency. The FBI may retain your fingerprints and associated information, biometrics in NGI after the completion of the application and, where retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Additional Information

The requesting agency, including but not limited to the FBI, may use your fingerprints and associated information for other purposes, including but not limited to the Federal Register or other purposes. The requesting agency, including but not limited to the FBI, may use your fingerprints and associated information for other purposes, including but not limited to the Federal Register or other purposes.

Noncriminal Justice Agency Privacy Rights

An applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment, training, an immigration or naturalization matter, security clearance, or admission), you have certain rights which are discussed below:

You must be provided written notification (1) that your fingerprints will be used to check the criminal history records of the FBI.

You must be granted, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared. (2)

If you have a criminal history record, the official making a determination of your suitability for the employment, training, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.

The official must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.

If you have a criminal history record, you should be afforded a reasonable opportunity to correct or complete your criminal history record (or decline to do so) before the official deny you the employment, training, or other benefit based on information in the criminal history record. (3)

You have the right to request that officials concerning the results of the criminal history record check or any other information that is used to deny you the employment, training, or other benefit. (4)

If agency policy permits, the official may provide you with a copy of your fingerprint card. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a request to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then conduct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary adjustments to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34)

Written notification includes electronic notification, but excludes oral notification.

X _____
Signature Date

3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION:

Print Applicant Name (Last, First, Middle)	Applicant Date of Birth (MM/DD/YYYY)
Phone Number	Email or Phone 2

4 (of 4) - MAIL DOCUMENTS:

Please mail the following documents per your specific agency instructions:

- This printed and signed document.
- Completed fingerprint card

NOTE: If your agency requires a Social Security number, please be sure to write the number on the fingerprint card or your fingerprints will not be processed and the packet will be returned

Restricted Zip Codes – Numerical List

Page 1 of 2

Pennsylvania and New York

As of 8/12/2013

10001	10045	10123	10185	10313	10610	11101
10002	10046	10124	10196	10314	10706	11102
10003	10047	10125	10197	10451	10801	11103
10004	10048	10126	10199	10452	10802	11104
10005	10055	10128	10203	10453	10803	11105
10006	10060	10129	10211	10454	10804	11106
10007	10069	10130	10212	10455	10805	11109
10008	10072	10131	10213	10456	10810	11120
10009	10065	10132	10242	10457	10901	11201
10010	10075	10133	10249	10458	10912	11202
10011	10079	10138	10256	10459	10913	11203
10012	10080	10149	10257	10460	10920	11204
10013	10081	10150	10258	10461	10921	11205
10014	10082	10151	10259	10462	10933	11206
10015	10087	10152	10260	10463	10952	11207
10016	10090	10153	10261	10464	10954	11208
10017	10094	10154	10265	10465	10956	11209
10018	10095	10155	10268	10466	10959	11210
10019	10096	10156	10269	10467	10965	11211
10020	10098	10157	10270	10468	10969	11212
10021	10099	10158	10271	10469	10970	11213
10022	10101	10159	10272	10470	10973	11214
10023	10102	10160	10273	10471	10974	11215
10024	10103	10161	10274	10472	10975	11216
10025	10104	10162	10275	10473	10981	11217
10026	10105	10163	10276	10474	10983	11218
10027	10106	10164	10277	10475	10987	11219
10028	10107	10165	10278	10499	10988	11220
10029	10108	10166	10279	10522	10989	11221
10030	10109	10167	10280	10538	10990	11222
10031	10110	10168	10281	10543	10998	11223
10032	10111	10169	10301	10552	11001	11224
10033	10112	10170	10302	10553	11002	11225
10034	10113	10171	10303	10583	11003	11226
10035	10114	10172	10304	10591	11004	11228
10036	10115	10173	10305	10595	11005	11229
10037	10116	10174	10306	10601	11040	11230
10038	10117	10175	10307	10602	11041	11231
10039	10118	10176	10308	10603	11042	11232
10040	10119	10177	10309	10604	11043	11233
10041	10120	10178	10310	10605	11044	11234
10043	10121	10179	10311	10606	11096	11235
10044	10122	10184	10312	10607	11099	11236

Restricted Zip Codes – Numerical List

Page 2 of 2

Pennsylvania and New York

As of 8/12/2013

11237	11378	11694	18360	19016	19107	19150
11238	11379	11695	18371	19017	19108	19151
11239	11380	11697	18373	19019	19109	19152
11240	11381	12729	18901	19022	19110	19153
11241	11385	12746	18902	19023	19111	19154
11242	11386	12771	18910	19029	19112	19155
11243	11390	12785	18911	19030	19113	19160
11244	11405	18013	18912	19037	19114	19161
11245	11411	18015	18913	19039	19115	19162
11247	11412	18016	18914	19040	19116	19170
11248	11413	18017	18916	19046	19118	19171
11249	11414	18018	18917	19047	19119	19172
11251	11415	18020	18920	19048	19120	19173
11252	11416	18025	18921	19049	19121	19175
11254	11417	18039	18923	19050	19122	19176
11255	11418	18040	18925	19052	19123	19177
11256	11419	18042	18926	19053	19124	19178
11351	11420	18043	18930	19054	19125	19179
11352	11421	18044	18931	19055	19126	19181
11354	11422	18045	18933	19056	19127	19182
11355	11423	18050	18934	19057	19128	19183
11356	11424	18055	18938	19059	19129	19184
11357	11425	18063	18940	19061	19130	19185
11358	11426	18064	18942	19063	19131	19187
11359	11427	18072	18943	19064	19132	19188
11360	11428	18077	18946	19065	19133	19191
11361	11429	18081	18947	19067	19134	19192
11362	11430	18083	18949	19072	19135	19193
11363	11431	18085	18953	19076	19136	19194
11364	11432	18091	18954	19082	19137	19195
11365	11433	18301	18955	19086	19138	19196
11366	11434	18302	18956	19090	19139	19197
11367	11435	18320	18966	19091	19140	19244
11368	11436	18324	18972	19092	19141	19255
11369	11439	18327	18977	19093	19142	19331
11370	11451	18332	18980	19099	19143	19339
11371	11499	18335	19007	19101	19144	19340
11372	11637	18340	19008	19102	19145	
11373	11690	18341	19009	19103	19146	
11374	11691	18343	19013	19104	19147	
11375	11692	18351	19014	19105	19148	
11377	11693	18356	19015	19106	19149	

APPLICANT

Type or print - use black ink

	LAST NAME	FIRST NAME	MIDDLE NAME	LEAVE THIS SPACE BLANK	LEAVE THIS SPACE BLANK
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S#
B
I

US CITIZEN	DATE OF BIRTH	PLACE OF BIRTH	SEX	RACE	HEIGHT	WEIGHT	HAIR	EYES	SOCIAL SECURITY NUMBER
YES	NO								

RESIDENCE OF PERSON FINGERPRINTED	ALIASES / MAIDEN NAME / ADDITIONAL DOB	SBI NUMBER
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MARKS / SCARS / AMPUTATIONS / MISC. NUMBERS / TATTOOS	CONTRIBUTOR / ADDRESS / ORI NO.	APPLICATION FOR:
	NEW JERSEY STATE POLICE NJPRR0000	<input type="checkbox"/> FIREARMS PURCHASER IDENTIFICATION CARD <input type="checkbox"/> PERMIT TO CARRY PISTOL OR REVOLVER <input type="checkbox"/> RENEWAL - RETAIL FIREARMS DEALER'S LICENSE

I HEREBY AUTHORIZE THE RELEASE OF ANY CRIMINAL HISTORY RECORD INFORMATION FOR THIS APPLICATION. I REALIZE THAT DISCLOSURE OF MY SOCIAL SECURITY NUMBER, FOR THE PURPOSE OF THIS BACKGROUND CHECK, IS VOLUNTARY.

SIGNATURE OF PERSON FINGERPRINTED

CONTRIBUTOR'S USE ONLY

<input type="checkbox"/> PERMIT TO PURCHASE PISTOL OR REVOLVER	<input type="checkbox"/> RETAIL FIREARMS DEALER LICENSE	<input type="checkbox"/> EMPLOYEE - RETAIL FIREARMS DEALER'S LICENSE
<input type="checkbox"/> LIQUOR LICENSE	<input type="checkbox"/> VOLUNTEER	<input type="checkbox"/> CRIMINAL JUSTICE EMPLOYMENT
<input type="checkbox"/> LOCAL ORDINANCE	<input type="checkbox"/> DEATH NOTICE	<input type="checkbox"/> INDIVIDUAL REVIEW OR CHALLENGE

✓ _____
IMPRESSIONS TAKEN BY

_____ DATE TAKEN

OTHER PERSONAL RECORD REQUEST

1. RIGHT THUMB	2. RIGHT INDEX	3. RIGHT MIDDLE	4. RIGHT RING	5. RIGHT LITTLE
6. LEFT THUMB	7. LEFT INDEX	8. LEFT MIDDLE	9. LEFT RING	10. LEFT LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY	LEFT THUMB	RIGHT THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY
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STATE OF NEW JERSEY
STATE POLICE, STATE BUREAU OF IDENTIFICATION
BOX 7068, WEST TRENTON, NEW JERSEY 08628-0068
(609) 882-2000, Ext. 2991

SBI-19 (Rev. 07/19)

OCCUPATION

EMPLOYER AND ADDRESS

THE SBI RESPONSE TO THIS FINGERPRINT CARD SUBMISSION SHOULD BE FORWARDED TO:

- THE CONTRIBUTOR/ORI NO. LISTED ON THE FRONT OF THIS FINGERPRINT CARD**
- THE APPLICANT AND ADDRESS LISTED ON THE FRONT OF THIS FINGERPRINT CARD**
- OTHER (List Name and Complete Address)**

INSTRUCTIONS: To All Contributors

1. Verify the Identity of the individual you are fingerprinting.
2. Ensure that a State Applicant Fingerprint Card (SBI-19) and a Federal Applicant Fingerprint Card (FD-258) are submitted when required by state statute.
3. Complete all information on the SBI-19 , and, if required, on the FD-258.
4. Obtain clear, classifiable fingerprint impressions to avoid processing delays.
5. Forward the fingerprint card(s), without delay, in the prepaid, pre-addressed envelope provided for this purpose to the above-listed address.

NOTE:

1. Obtain a completed Consent For Medical Health Records Search (STS-1) signed by the applicant before submitting fingerprint card for firearms-related applications.
2. Limited information is required for a Death Notice (Name, Sex, Race, Social Security Number, Aliases, SBI Number, Contributor, Impressions Taken By, Date Taken, Right Four Flats).