



STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES

FINGERPRINT PROCEDURES

The following is the procedure for obtaining fingerprints for yourself and your employees who will be supporting individuals receiving funding from DDD.

Executive Director/Agency Head Fingerprint Procedure

- a. Fingerprinting will be conducted by appointment only. Please contact IDEMIA by calling the toll free number (1-877-503-5981) or by logging onto <https://uenroll.identogo.com> to arrange for an appointment. It is important to arrive promptly at the designated time. The telephone lines are open between the hours of 8:00 AM and 5:00 PM Eastern Standard Time, Monday through Friday and Saturday from 8:00 am-12:00 noon.
- b. Enclosed is the Agency Head Fingerprint Service Code Form which has the information you will need when scheduling your appointment. Please bring this form with you to your appointment. **Do not confuse this form with the form your employees are to utilize.** The Contributor Case Number will have the PC# for your agency and an AH designation.
- c. At the fingerprint site, you will be required to show one government issued photo identification (such as a driver's license with a photo or passport) that includes name, address and date of birth.
- d. Please sign the enclosed Appendix A which is a consent form for fingerprinting, certification regarding criminal background and a release of information form. It is important that you fill in the Board President's name and address (if applicable) on the second page of the form. After you are fingerprinted, the IDEMIA staff will give you a receipt.

The fingerprint receipt will display a UEID.

The UEID will always be 10 characters long, and will always have a prefix of "UZNJ" for New Jersey submissions. The remaining 6 characters will be alpha or numeric, randomly assigned by the system.

If an applicant provides their email address, they will receive an automatic email that includes the TCN once they have been printed and the submission completed. The applicant can forward this e-mail to DDD.CHRI@dhs.nj.gov along with the signed Appendix A.

OR

Send a copy of the receipt, the date of birth and a signed Appendix A to DDD.

Please return the completed Appendix A and the receipt or email received from IDEMIA to DDD within 7- 10 business days to:

Division of Developmental Disabilities

P.O. Box 726

Trenton, NJ 08625-0726

Attention: Provider Enrollment Unit

~or~

DDD.CHRI@dhs.nj.gov

- e. DHS will make the determination of eligibility; if your criminal history reveals a disqualifying crime(s), you may be given the opportunity to demonstrate rehabilitation per the Rehabilitated Convicted Offenders Act. DDD will notify you and your Board President (if applicable) of the outcome of your criminal history background check. You will not be permitted to move forward until cleared by DHS.
- f. Any questions regarding this procedure should be sent by email to the DDD Fingerprint Mailbox: DDD.CHRI@dhs.nj.gov

Employee Fingerprint Procedure:

- a. Fingerprinting will be conducted by appointment only. Employees must contact IDEMIA by calling the toll free number (1-877-503-5981) or by logging onto <https://uenroll.identogo.com> to arrange for an appointment. It is important to arrive promptly at the designated time. The telephone lines are open between the hours of 8:00 AM and 5:00 PM Eastern Standard Time, Monday through Friday and Saturday from 8:00 am-12:00 noon.
- b. Enclosed is the employee Fingerprint Service Code Form which has the information your employees will need when scheduling their appointment. They will also need to bring this form with them to their appointment (you may make copies of this form). **Do not confuse this form with the form you, as the Executive Director is to utilize.** The Contributor Case Number will have the PC# for your agency.
- c. At the fingerprint site, your employees will be required to show one government issued photo identification (such as a driver's license with a photo or passport) that includes name, address and date of birth. All alien workers must present their cards.
- d. Employees must sign the enclosed Appendix A in front of a witness and the form must be maintained in your agency file. All staff fingerprinted will be given a receipt from IDEMIA.

The fingerprint receipt will display a UEID.

The UEID will always be 10 characters long, and will always have a prefix of "UZNJ" for New Jersey submissions. The remaining 6 characters will be alpha or numeric, randomly assigned by the system.

If an applicant provides their email address, they will receive an automatic email that includes the TCN once they have been printed and the submission completed. The applicant can forward this e-mail to the employer/provider/agency.

OR

Employers/providers/agencies can visit the "Check My Status" UEP link at

<https://uenroll.identogo.com/> website (also shown on the bottom of the receipt).

Enter the UEID and applicant DOB. You will receive the service summary page. This could be accomplished in real time by the facility HR or staff as long as the applicant has their receipt/UEID.

Your agency must also retain this receipt for your records.

- e. Employee fingerprint approval information can be accessed through an electronic notification system known as, FARA (Fingerprint Approval Retrieval Application). **Only cleared approval results will be displayed.** For all other results, you will be notified by mail. FARA can be accessed at <http://www.state.nj.us/humanservices/staff/opia/cfu/fara.html>.
*Please see FARA Guidelines on pages 4- 6 of this document for further instructions.
- f. Only after retrieving the cleared approval from FARA should you inform the individual that he or she is cleared. **Please note that the criminal history background check is required for all applicants.** The applicant shall not provide direct care services, supervise individuals served, nor work in the presence of individuals served, until the Agency has received notification from the Department that the applicant is cleared for employment. The applicant may, at the discretion of the Agency, undergo pre-employment training for which the applicant may be compensated by the Agency.
- g. If the results demonstrate disqualifying criminal history, DHS will contact you and the applicant. The applicant may be eligible to demonstrate rehabilitation. DHS will contact the applicant directly with the necessary information; you will be notified of the results and whether the applicant is cleared for hire.

Archive Procedure

Once electronically fingerprinted, IDEMIA will archive these fingerprints. The archive process is used to fulfill the requirements of the fingerprint law that requires all agency heads and direct care staff to be reprinted every two years. Please note that DDD completes the archive submission for all agency heads so

In two years when the process starts over again, staff continuing to support individuals receiving funding from DDD will need to be identified so that the **Federal** checks can be re-done using the fingerprints stored in the computer. **Please note, archive submissions will only be accepted for individuals within the month they are due.** In addition, agencies should verify that each employee submitted to be archived is

still employed by the agency. Please follow the “**State Bureau of Identification “Flag” Procedure (p. 5)** for employees who are no longer employed by your agency.

Please note that DDD completes the archive submission for all agency heads so agencies should not include them in archive submissions.

The Archive procedure is outlined below:

- a. The Archive Procedure template is to be used when requesting an archived print for a Criminal History Record Inquiry (CHRI) through either the State Police or the FBI.
(Please note that no changes should be made to this template: NJA_Archive Submission Temp Ver. 1.0)
- b. Using the excel spreadsheet (sent via e-mail), you must fill in the blank columns and send via email to the DDD Fingerprint Mailbox, DDD.CHRI@dhs.nj.gov. Your email subject line and actual spreadsheet name must follow the naming convention. If your email or spreadsheet is not named correctly, your submission will be returned to you for correction. Please use the following naming convention: **NJ920540Z ARCHIVE SUBMISSION yyyy-mm-dd PC# name of agency agency requestor name.xls.**

| <i>Naming Convention Guideline</i> | |
|---|--|
| yyyy-mm-dd | The date of the request is being made |
| PC# | Your agency's PC number |
| Name of agency | The name of your organization |
| Agency requestor name | The name of the person at the agency who is making the request |

- c. The DDD Fingerprint Liaison will forward the request to IDEMIA.
- d. When IDEMIA has completed the archive submission, the DDD Fingerprint Liaison will send the agency the completed archive spreadsheet with **new TCN numbers**.
Agencies will need the new TCN numbers to access the Federal clearances for all employees through the DHS Fingerprint Approval Retrieval Application (FARA).
*Please see FARA Guidelines on pages 4-6 of this document for further instructions.
- e. Any questions regarding Archive submissions should be directed to the DDD Fingerprint Mailbox, DDD.CHRI@dhs.nj.gov

Fingerprint Approval Retrieval Application (FARA) Guidelines*

Effective September 1, 2016, the Department of Human Services (DHS) and Department of Children and Families (DCF) Central Fingerprint Unit moved to an electronic notification system known as FARA (Fingerprint Approval Retrieval Application). This electronic system enables providers to access recent fingerprint approval

information online which will be available, in most cases, within **10** business days after the fingerprint or processed date and retrievable up to **45** days.

FARA can be accessed at <http://www.state.nj.us/humanservices/staff/opia/cfu/fara.htm> .

To access FARA you will need:

For new employees:

- The IDEMIA receipt to retrieve the TCN or the forwarded email from staff that contains the TCN.
- The contributor case number beginning with **PC** can be found on the Fingerprint Service Code Form
- The fingerprint date found on the IDEMIA receipt

For archived employees:

- The completed IDEMIA archived spreadsheet
- The TCN found in the new TCN column on the completed IDEMIA archived spreadsheet
- The contributor case number beginning with **PC** can be found on the Fingerprint Service Code Form
- The fingerprint date found in the processed date column on the completed IDEMIA archived spreadsheet

Only **cleared** approval results will be displayed. For all other results, you will be notified by mail.

Approval results may not be successfully displayed if, for example:

- An applicant is under 18 years of age
 - If the applicant was previously printed under a different name
 - If there was an invalid entry in one of the fields
 - If additional information is needed
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- ❖ It is important that approval notifications from FARA are obtained within the **45** day timeframe.
 - ❖ Results beyond **45** days **will not** be available in the FARA system.
 - ❖ The Central Fingerprint Unit **cannot be** responsible for providing substitute approval notifications beyond the **45** days.
 - ❖ The one page Fingerprint Approval Notification will serve as notification for **both** state and FBI fingerprint results of new employees. You will no longer receive two (2) separate notifications.
 - ❖ The Fingerprint Approval Notification will also serve as notification of the FBI result for archived employees.
 - ❖ **This will be the only notification for cleared state and/or FBI results.**

For issues regarding FARA, please contact FARA Technical Support at (609)777-2777.

To contact the Central Fingerprint Unit, please call (609)292-0207.

State Bureau of Identification “Flag” Procedure

The State Bureau of Identification (SBI) maintains a database of all persons fingerprinted along with a “flag”. This “flag” enables SBI to notify the Department of Human Services of any crimes committed within the State of New Jersey. Once an identified employee is fingerprinted under this system, all arrests and other criminal activities under N.J.S.A. 30:6D-64 will be automatically reported to your agency. When an identified employee leaves your employment for any reason, your agency must:

- a. Notify the Central Fingerprint Unit within the Department of Human Services to remove that person’s “flag” from the SBI files. This request will remove the employee’s name from the fingerprint database; therefore, you will not receive unwarranted information regarding that person.
- b. Use the enclosed memorandum with the prescribed format when making this request. This Memorandum includes the employee(s)’ name, date of birth (DOB), and Social Security number (SS#).
- c. E-mail memorandum to the DDD Fingerprint Mailbox, DDD.CHRI@dhs.nj.gov, for processing or mail via the US Postal Service to DHS Central Fingerprint Unit, P.O. Box 700, Trenton, NJ 08625.

Bad Print Return Procedure:

If fingerprint results are returned as a bad print:

- a. The Central Fingerprint Unit will notify IDEMIA via email of any bad print returns.
- b. IDEMIA will mail a letter to the applicant’s address.
- c. The applicant must follow the instructions provided by IDEMIA to schedule and be re-fingerprinted within 90 days.