**Instructions on how to obtain the TCN**

* Upon the completion of fingerprinting you will be issued a receipt with a UEID number.
* Return this receipt to your employer.
* You will also receive an e-mail confirmation (providing an e-mail address when you schedule your appointment is recommended). This e-mail should also be forwarded to your employer.
* The receipt contains a UEID unique to the fingerprints. 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.
* Employers will visit <https://uenroll.identogo.com> and click on “Check the status of your service”



Click on the “UE ID/ Date of Birth” method



You will be prompted to enter the UE ID and date of birth.



* + You will then be given the status of the fingerprinting process and a **TCN** number.
	+ Retain the TCN Number and the fingerprint date for your records
	+ Results of fingerprints can be obtained by visiting the DHS Fingerprint Approval Retrieval Application
	+ (**FARA**) at <https://www.state.nj.us/humanservices/staff/opia/cfu/fara.html>
	+ Fingerprint applicants are not authorized to access results from FARA- only agency personnel should access results from FARA
	+ Enter the TCN (in place of the PCN, the Contributor case #, and the Fingerprint Date



 A cleared letter will be available for printing.