



Motor Vehicle Commission

Trenton, New Jersey

STATE OF NEW JERSEY

**TO ALL LIMOUSINE OPERATORS/DRIVERS
(Not For School Bus, Passenger or HazMat Endorsement)**

The Motor Vehicle Commission has commenced a live fingerprint scanning initiative to streamline criminal background checks required for employment as a limousine driver. The successful completion of a criminal background check is a legal requirement as a condition for your employment. Therefore, as part of your application and employment process, it is required that all limousine driver applicants schedule an appointment with the states fingerprint vendor **K gpvqI q** (O qtr j qVt wuv'WUC).

To schedule an appointment you need to call the toll free number **1-877-503-5981** and make an appointment to have your fingerprints scanned at an established site. You may also schedule your appointment via the Internet at **K gpvqI q's** web site www.bioapplicant.com/nj. **ONLY CALL THIS NUMBER OR VISIT THIS WEB SITE IF YOU NEED TO SCHEDULE FINGERPRINTING FOR LIMOUSINE DRIVER EMPLOYMENT.** When scheduling your appointment, you will be asked to provide certain personal information including your driver's license and social security numbers. Please make sure you have this information available when scheduling your appointment. In addition you will be asked to provide the following internal identification numbers.

ORIGINATING AGENCY REFERRAL NUMBER (ORI)	NJ920530Z
AGENCY CASE NUMBER	Your DL #
CATEGORY	MVK
DOCUMENT TYPE	RB 1
STATUTE	48:16-22.3A Limousine Operator / Driver Employment

Please complete the applicant information on the back of this letter. Though certain information is already filled in, you will need to supply the requested information in blocks 7 thru 26. Block 7 is your driver license number which will be used as your Agency Case Number. Blocks 9, 10 and 11 are your name that must be as it appears on your driver license. Please have this form completed and present it along with the proper identification as noted on the back of this letter. After supplying this information you will be scheduled for an appointment at one of the electronic scan sites. When scheduling, you will be required to pay a one-time fee in the amount of \$52.00 incorporating all required background checks and vendor fees. Payment must be made by electronic payment (credit card or debit from bank account) or money order made out to the name of the states vendor MorphoTrak. If you change employment after six months, you will be required to complete the process again. By submitting your fingerprints, you are providing consent to the performance of a criminal history background check as required by law.

If you have any questions concerning this procedure, please contact the Motor Vehicle Commission CDL Unit at 609-292-7500 ex 5077.

Please bring this completed letter and proper identification with you when you appear to be fingerprinted at your scheduled time. (ID requirements are listed on the website listed above)

REV 12/13

(1) Originating Agency Number (ORI #) NJ920530Z		(2) Category MVK	(3) Statute Number 48:16-22.3A		
(4) Reason for Fingerprinting LIMOUSINE OPERATOR/DRIVER EMPLOY			(5) Document Type RS1	(6) Payment Information \$50.00	
(7) Contributor's Case # (PRINT D.L. NUMBER ON DOTTED LINE) -----			(8) Miscellaneous		
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number () -		(13) Social Security Number (Optional)	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address					
Address		City		State	Zip
(21) Gender (Select one) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both		(22) Hair Color	(23) Eye Color	(24) Race (Select One) <input type="checkbox"/> A Asian/ Pacific Islander (includes Asian Indian) <input type="checkbox"/> B Black <input type="checkbox"/> I American Indian / Alaska Native <input type="checkbox"/> W White (Includes Hispanic/ Spanish Origin) <input type="checkbox"/> U Unknown	
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address			
		City		State	Zip
Identification Requirement - Identification must be presented at the <u>time of printing</u> . Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria; Photo, Name, Address (home/employer), Date of Birth and is issued by a Federal, State, County or Municipal entity for Identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).					

Please READ this form carefully

and follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** you **present** this completed Universal Fingerprint Form, IDG_NJAPP_110113, at your scheduled appointment.

Appointment Scheduling:

Scheduling is available anytime at www.bioapplicant.com/nj. Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

Payment:

When an Applicant is responsible for payment, Payment Is Required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, or electronic debit (ACH) from a checking account; accounts will be debited immediately. Money Order is the only form of payment accepted at the enrollment center.

Cancel/ Reschedule:

Appointments may be canceled or rescheduled via the website or the call center before the deadline of 5PM EST the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline; MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

Unable to be Fingerprinted:

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment; Inability to present proper Identification; Inability to present this completed Universal Fingerprint Form IDG_NJAPP_110113; Information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 appointment fee; MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

PCN and Receipts:

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide *duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.*

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information:		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM

IDG_NJAPP_110113