

## **Private Detective Applicants for Licensing Fingerprinting Instructions**

*Applicants seeking licensing as a New Jersey private detective must submit for electronic fingerprinting via the vendor MorphoTrak. A list of MorphoTrak sites and contact information is available at the MorphoTrak website, [www.bioapplicant.com](http://www.bioapplicant.com).*

### **INITIAL LICENSE APPLICANTS ( License Qualifiers and Corporate Officers only)**

All applicants for initial licensing as a NJ Private Detective must contact the New Jersey State Police, Private Detective Unit, for the issuance of a temporary agency license number. This number will be utilized as means for Private Detective Unit personnel to track the criminal history return. The tracking number will be entered by the applicant in block #7 of the MorphoTrak Universal Fingerprint Form. Applicants will contact the Private Detective Unit at (609) 633-9835 or via email ([pdu@gw.njsp.org](mailto:pdu@gw.njsp.org)). Email must include applicant's name, social security number and phone number.

### **OUT-OF-STATE APPLICANTS ( License Qualifiers and Corporate Officers only)**

**All applicants who are employed or reside within twenty miles of New Jersey will be required to visit a NJ MorphoTrak site for electronic fingerprinting.**

Applicants who reside and are employed outside the twenty mile radius of New Jersey will submit two ink-and-roll fingerprint cards along with the MorphoTrak Universal Fingerprint Form and the established fee. Payment requires a certified check or money order payable to MorphoTrak. NOTE: The ink-and-roll fee differs from what is indicated on the MorphoTrak Universal Fingerprint Form. All out-of-state applicants for initial licensing as a NJ Private Detective must contact the New Jersey State Police, Private Detective Unit, for the issuance of a temporary agency license number. The assigned number will be utilized as means for Private Detective Unit personnel to track the criminal history return. The tracking number will be entered by the applicant in block #7 of the MorphoTrak Universal Fingerprint Form.

### **ALL RENEWAL APPLICANTS ( License Qualifiers and Corporate Officers )**

All renewal applicants will utilize the "Private Detective License Renewal" MorphoTrak Universal Fingerprint Form. Renewal applicants will follow the instructions above with the exception of contacting the Private Detective Unit for a tracking number. **DO NOT CONTACT THE PRIVATE DETECTIVE UNIT FOR A RENEWAL TRACKING NUMBER.** All licensees will utilize their issued license number for block #7 of the MorphoTrak Universal Fingerprint Form.

**All applicants are encouraged to carefully read the "applicant information" and instructions contained on the MorphoTrak Universal Fingerprint Form.**