

DIVISION OF GAMING ENFORCEMENT FINGERPRINTING INFORMATION

- If you are required to obtain a credential from the New Jersey Division of Gaming Enforcement or Casino Control Commission, you must be fingerprinted.
- If you live in New Jersey or Out-of-State but **live within a 10-mile radius of the New Jersey borders**, you must be fingerprinted by the Division of Gaming Enforcement or at a NJ IdentoGO site. Please see the Restricted Zip Code list for the 10-mile radius. [Restricted Zip Codes](#)
- If you live Out-of-State or Out-of-Country, you must submit fingerprint cards. Fingerprinting must be performed by a police department or a private company authorized by the local gaming entity.

INSTRUCTIONS FOR FINGERPRINTING NEW JERSEY APPLICANTS or OUT-OF-STATE APPLICANTS, who live within 10-mile radius of NJ Border

Division of Gaming Enforcement

To be fingerprinted, by the Division's Identification Unit, which is located in the Arcade Building, 1325 Boardwalk (Tennessee Ave & the Boardwalk), Atlantic City, New Jersey, you must make an appointment. Please call (609) 441-3050 Monday – Friday (8 am to 4 pm) for an appointment. There is no charge for fingerprinting at the Arcade Building in Atlantic City.

When you arrive for your fingerprinting appointment, you must present proper identification.

Please refer to Establishing Your Identity and Work Authorization link.

See [ESTABLISHING YOUR IDENTITY AND WORK AUTHORIZATION](#)

IdentoGO

Applicants are required to contact IdentoGO to schedule a time and place to have their fingerprints captured at an IdentoGO site. Web scheduling is available 24 hours per day, seven days per week. Applicants who do not have World Wide Web access should call IdentoGO at the company's toll-free telephone number, **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). Spanish-speaking operators are available upon request. You must bring proper identification with your home address to the appointment, as outlined on IdentoGO's website.

Appointment, registration and location information will be available on the IdentoGO's Website to schedule an appointment using a unique Service Code for each agency/fingerprint reason.

IdentoGO has assigned a Service Code for each unique combination of agency and applicant type. The six-character Service Code is used for uniquely identifying the Agency (ORI), and Reason for Fingerprinting (RFP). The use of the Service Code ensures that applicants are being printed for the correct purpose and are not accidentally or incorrectly being processed for a service they don't need. Below is a list of DGE licenses/registrations along with the corresponding Service Codes. Click on the appropriate Service Code, complete the Universal Fingerprint Form and schedule your appointment.

The fee for this fingerprinting service is **\$66.05**, which includes the **\$12** vendor fee and associated state sales tax. The following forms of payment are accepted: VISA, Master Card, American Express, Discover, prepaid debit cards, or electronic debit (ACH) from a checking account. Payment will be collected at the IdentoGO fingerprint site on the day of the scheduled appointment. Appointments must be cancelled by 5:00 p.m. on the business day prior to your scheduled time (you must cancel by Saturday at noon for a Monday appointment).

If you are applying for:

- 1) Casino Employee Registration (35),
CLICK HERE → [Service Code 2F12GJ](#)
- 2) Applicant Casino Key Employee (11),
CLICK HERE → [Service Code 2F12QV](#)
- 3) Applicant Casino License (Qualifier),
CLICK HERE → [Service Code 2F1132](#)
- 4) Casino Service Industry License,
CLICK HERE → [Service Code 2F12X4](#)

Once your fingerprints are taken you will be required to pay for the fingerprinting. IdentoGO will provide you with a receipt which the applicant will be responsible to attach to their DGE credential application form as proof you were fingerprinted.

***Please note:** The Division of Gaming Enforcement will not be able to complete the application process without the IdentoGO receipt attached to the application.

Any questions regarding fingerprinting please contact the Division of Gaming Enforcement's Identification Unit at **(609) 441-3050** Monday – Friday (8 am to 4 pm).

FINGERPRINTING FOR OUT-OF-STATE or OUT-OF-COUNTRY APPLICANTS

See Out-of-State or Out-of-Country instructions on <https://www.njedge.org>.

NOTE: If pdf file does not open in your browser, download the PDF file to your local hard drive and then open the file with Adobe Reader.