

TO COMMERCIAL DRIVER LICENSE HOLDERS AND LIMOUSINE DRIVERS APPLYING FOR A PASSENGER ENDORSEMENT

NOT FOR SCHOOL BUS OR HAZMAT DRIVERS

The Motor Vehicle Commission (MVC) requires passenger (P) endorsement applicants to be fingerprinted and submit to a criminal background check. The successful completion of a criminal background check is a legal requirement as a condition for employment for commercial driver license (CDL) holders applying for a P endorsement to transport passengers for hire. Limousine driver applicants who obtain a CDL and successfully pass the P endorsement criminal background check, are not required to be fingerprinted under the New Jersey limousine statute 48:16-22.3A.

Effective February 17, 2020, P endorsement applicants must schedule a fingerprint appointment with the State's fingerprint vendor at the company's website, <https://uenroll.identogo.com>. Applicants who do not have internet access may schedule an appointment by contacting Identogo at 1-877-503-5981. Applicants will be required to make a one-time payment to cover all required background checks and vendor fees. Fees will be payable at the time of service. Visa, MasterCard, money orders and checks are acceptable forms of payment. No cash will be accepted. Please make money orders payable to Identogo.

The following information will be required when scheduling a fingerprint appointment:

SERVICE CODE:	2F1HJK
CONTRIBUTOR CASE NUMBER:	Driver License Number
ORIGINATING AGENCY REFERRAL NUMBER (ORI):	NJ 920530Z
CATEGORY:	MVS
DOCUMENT TYPE:	RS 1
STATUTE:	39:3-10.1 Special License Passenger for Hire

Applicants may visit a Motor Vehicle Agency upon receipt of the Identogo confirmation email containing the payment confirmation number (PCN); however, the applicant must print the confirmation email and bring it to the MVC agency to obtain the passenger endorsement. Applicants must provide an email address when scheduling a fingerprint appointment in order to receive a confirmation email with the PCN number.

Applicants who provided an email address and did not receive a confirmation email with the PCN number must wait 3 - 5 business days before visiting a Motor Vehicle Agency to obtain the passenger endorsement.

Please note: The Department of Education (DOE) school bus (S) endorsement applicants are required to be fingerprinted by the Department of Education and must submit the DOE Applicant Approval Employment History document to the Motor Vehicle Agency at the time of the licensing transaction. Hazmat (H) endorsement applicants must be fingerprinted by the Transportation Safety Administration.

Limousine driver applicants must be fingerprinted under N.J.S.A. 48:16-22.3a. Limousine driver applicants who have a CDL with a passenger endorsement are not required to be fingerprinted under N.J.S.A. 48:16-22.3a.

Failure to get fingerprinted under the appropriate statute will require the applicant to submit to an additional background check and pay the associated fees. No refunds will be issued.

Please contact the Motor Vehicle Commission Bus Application Unit at 609-292-7500, extension 5039, regarding any questions about fingerprint requirements and procedures.



Fingerprint Service Code Form

Service Name:

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

When prompted, please enter the following:

Contributor Case Number (your Driver's License #): _____

*Service Code is unique to your hiring/licensing agency. **Do not use this code for another purpose.***

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Juveniles

- Approved Document list as shown above; or
- Photo ID Waiver for Minors (Only needed in special circumstances)
 - Required Secondary document if Photo ID Waiver for Minors is selected (only needed in special circumstances)
 - Birth Certificate bearing an official seal or certified copy) issued by State, county, municipal authority (or outlying possession of the U.S.)
 - Social Security Card



Don't have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.