



DIOCESE OF TRENTON

Office of Child and Youth Protection

To: All Parishes & Schools
From: Margaret Dziminski, Child Protection Coordinator
Date: Sept. 26, 2016
Subject: Reminders & Revisions

I want to thank all of you for your commitment to the Protection of our children by ensuring that all volunteers and employees are in compliance with the Diocesan Policies and the Charter for the Protection of Youth & Young People.

NEW FORMS for parishes

- **The new form with the new fee becomes effective October 1, 2016 and are included with this notice along with being posted on the Extranet.**
- Please take the time to fill in box 7 with your parish code – **TRE_____**
(example: TRE001) no dashes or spaces
- **DO NOT PUT YOUR PARISH FINANCE CODE – IT WILL CAUSE A SIGNIFICANT DELAY IN THE REUTRN OF YOUR APPLICANT CLEARANCE LETTERS.**
- **The old form will NOT BE ACCEPTED AT ANY OF THE SITES.**

**DESTROY ALL PREVIOUS VERSIONS OF THE UNIVERSAL
APPLICANT FORM**

Forms for Schools

- Please go to the following website for all information pertaining to the NJ Dept. of Education fingerprint process.
- <http://www.state.nj.us/education/educators/crimhist/>



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE
POST OFFICE BOX 7068
WEST TRENTON NJ 08628-0068
(609) 882-2000

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER S. PORRINO
Attorney General

COLONEL JOSEPH R. FUENTES
Superintendent

September 8, 2016

Dear Volunteer Review Operation Participant:

The New Jersey State Police, State Bureau of Identification (SBI), has been informed by the Federal Bureau of Investigation of a recent revision in the federal fee structure for fingerprint-based Criminal History Record Information (CHRI) checks. This has resulted in a reduction of the fees for electronically submitted fingerprints for noncriminal justice purposes. The effective date of the change is October 1, 2016.

SBI has produced new universal fingerprint forms for noncriminal justice applicant fingerprinting by the state vendor, MorphoTrust USA. New master copies of the five types of universal forms are enclosed and must be utilized by all applicants effective October 1, 2016. Please destroy your department's current forms at the close of business on September 30, 2016, and replace them with copies of the enclosed forms reflecting the fee change. Please reproduce these updated forms and keep an ample supply on hand to be distributed to your department's noncriminal justice applicants.

Please contact the Criminal Information Unit at (609) 882-2000, ext. 2762, with any questions or concerns.

Sincerely,

FOR COLONEL JOSEPH R. FUENTES
SUPERINTENDENT

Brandon Gray, Major
Commanding Officer
Identification and Information
Technology Section

BG/pc



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(1) Originating Agency Number (ORI #) NJ920610Z		(2) Category YSB		(3) Statute Number 15A:3A-1	
(4) Reason for Fingerprinting YOUTH SERVING ORGANIZATION VOLUNTEER			(5) Document Type VB1		(6) Payment Information \$21.45
(7) Contributor's Case # (Unique Identifier)				(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 - Acceptable 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. Acceptable ID must be 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:

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** that you **present** this completed Universal Fingerprint Form, IDG_NJAPP_020115_V2, 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, American Express, Discover, and prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

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 plus tax (\$10.70) 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_020115_V2, or the 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 plus tax (\$10.70) 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