



**FORM A**

PLEASE READ THE FRONT AND BACK OF THIS FORM CAREFULLY:

**Applicants that require one of the following fingerprint based background checks and need the results mailed back to the applicant's address must use form "A":**

**Good Conduct  
Immigration  
Naturalization  
Personal Record  
Visa  
Expungement**

If none of the above reasons meet your needs, please inquire about additional forms (see below) that may be used for fingerprint based New Jersey Criminal History Background Checks.

Form B:

International Adoption Requiring notarization  
Foreign business requiring notarization

Form C:

Employment (\*\*responses returned to applicant)

Form D:

Employment (\*\*responses returned to employer)

By utilizing form "A", you are requesting and authorizing the New Jersey State Police to conduct a fingerprint based New Jersey Criminal History Background Check.

The New Jersey State Police uses the live scan fingerprinting services provided by Sagem Morpho, Inc., a private company under contract with the State of New Jersey. In order to be fingerprinted for one of the purposes listed above, you are required to contact Sagem Morpho to schedule a time and place to have your fingerprints recorded. The quickest and easiest way to schedule your appointment is via the Web at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). Web scheduling is available 24 hours per day, seven days per week. Applicants who do not have Web access should call Sagem Morpho 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). Sagem Morpho provides a toll-free TTY telephone number, 1-800-673-0353, for hearing-impaired applicants with a modem-equipped telephone. Spanish-speaking operators are available upon request.

You must bring this form with you to your scheduled fingerprint appointment. In addition to this form, you must bring proper identification as outlined on the front of the Universal Fingerprint Form. The home address that you fill out on the attached form should be the same as the home address printed on the identification that you provide to Sagem Morpho INC. **YOUR ADDRESS MUST BE COMPLETE AND ACCURATE IN ORDER TO PROPERLY MAIL BACK THE RESULTS OF YOUR CRIMINAL HISTORY BACKGROUND CHECK.** To ensure accuracy, please legibly complete blocks #9 thru #26 on the front of this form prior to scheduling your appointment.

The fee for this service is \$41.00. Accepted forms of payment are money order, credit card and electronic debit check. At the time of scheduling your appointment, payment will be required and charged to your account. Appointments must be canceled by noon on the business day prior to your scheduled time (you must cancel by Saturday at noon for a Monday appointment). If you fail to cancel your scheduled appointment, you will forfeit the \$11.00 portion of your fingerprint fee that is payable to Sagem Morpho. You will also forfeit the \$11.00 fee if you fail to bring the Universal Fingerprint form and proper ID when having your fingerprints scanned.

**Failure to utilize this form for its intended purpose and/or failing to provide complete and accurate information may result in having to be fingerprinted again and incurring additional costs.**

Any questions regarding the use of this form can be directed to your Local or State Police Department where you obtained this form, or contact the New Jersey State Police, Criminal Information Unit at 609 882-2000 ext. 2918. Additional information on criminal history background checks may also be found on our website at [www.njsp.org](http://www.njsp.org).