



New Jersey Motor Vehicle Commission

P.O. Box 122
Trenton, New Jersey 08666-0122

STATE OF NEW JERSEY

Electronic Fingerprinting Process for the Dealer Online Service Program

Criminal History Background Investigation

New Jersey law (N.J.A.C. 39:2A-32) requires the fingerprinting of every employee directly or indirectly involved in the issuance or processing of vehicle registrations and titles and/or those who have access to motor vehicle records or documents. To provide for a timely and efficient criminal history background review, the Motor Vehicle Commission will be utilizing the State Police coordinated non-criminal justice fingerprinting process known as Live Scan. The State of New Jersey's vendor for fingerprinting is Sagem Morpho Inc. The company has established permanent sites throughout the State.

How to Schedule an Appointment

Prior to scheduling an appointment with Sagem Morpho, each applicant must complete the Universal Form (No. NJAPS1, Version 1.8). The Universal Form is available from your employer. Once the form is completed you may schedule an appointment as described below.

DO NOT DISCARD THE UNIVERSAL FORM AS IT MUST BE PRESENTED AT YOUR SCHEDULED APPOINTMENT!

Appointment scheduling is available via the Internet 24 hours per day, 7 days per week at www.bioapplicant.com/nj. The Department encourages everyone to schedule their appointment using this website to avoid telephone holding times. For applicants who do not have Internet access, appointments are also available through Sagem Morpho's toll free Call Center at (877) 503-5981 on a first call, first served basis Monday through Friday, 8:00 AM to 5:00 PM, and Saturday, 8:00 AM to 12 noon. Hearing impaired scheduling is available at (800) 673-0353. English and Spanish operators are available through the Call Center.

Fees

Processing Fee: All applicants must pay the criminal history record check fee directly to Sagem Morpho. The total cost for this process is \$73.25. Payment will be required at the time of scheduling. Sagem Morpho will accept Money Orders and Credit Cards. Personal Checks are not accepted by Sagem Morpho. Payment instructions are relayed during the scheduling process but have your Credit Card or Money Order ready prior to contacting Sagem Morpho. Payment by Money Order at the site will be accepted for applicants scheduling via the Call Center only. Money Order payments must be indicated at the time of scheduling. No other form of payment will be accepted at the fingerprint site.

Cancellation Fee: Sagem Morpho charges a fee of \$14 if you do not cancel a scheduled appointment by noon on the business day prior to your scheduled appointment (i.e., Saturday noon for Monday appointments). The \$14 fee also applies to applicants who are turned away from the printing sites due to their inability to present proper ID or for those who fail to present the properly completed Universal Form. Any refunds will be issued by Sagem Morpho.

Proper Identification

You must present a valid ID issued by a Federal, State, County or Municipal entity for identification purposes, which must include photo, name and address (home or employer). Examples of acceptable identification include: (1) photo driver's license or photo identification card issued by any State DMV or the NJMVC, (2) passport or immigration ID, and (3) Federal State, County or Municipal Employment ID.

Additional Steps

After completing the fingerprinting at Sagem Morpho, you will receive a receipt with a PCN number. Each applicant must then fax or mail a copy of their completed Universal Form and their receipt within three days of fingerprinting to:

New Jersey Motor Vehicle Commission
Project Manager, DOSP
Business and Government Services
PO Box 122
225 East State Street
Trenton, NJ 08666-0122

Fax number: (609) 341-2732



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Frequently Asked Questions

I have been processing Motor Vehicle registrations and titles at my job. Can I continue to work before the fingerprinting?

The Motor Vehicle Commission is allowing those employees who are already hired and working to continue working while fulfilling the fingerprinting requirement. If you are already employed in a capacity requiring fingerprinting, you will be able to continue, however, it is essential that immediate steps be taken to fulfill this requirement in a timely manner. If you are not yet employed by a dealership, you will be required to wait for the results of the fingerprinting before you can begin using the dealer online system.

If an employee has been fingerprinted in the State of New Jersey for another purpose, is the employee required to go through the process again?

Yes, since the regulations concerning dissemination of criminal history information prohibits its use outside of the original intended purpose. Federal and State security and privacy regulations dictate that dissemination of this information may only be used for the purpose expressed in the form field identified as "Reason Fingerprinted."

How do I begin the process?

The first step is to obtain the Universal Form, instructions and paperwork from your employer. Following completion of the Universal Form, contact Sagem Morpho directly to schedule an appointment. We strongly suggest that you use their website at www.bioapplicant.com/nj. Don't forget to have your credit card available when scheduling your appointment.

Where are Sagem Morpho's scanning centers located?

Scanning centers are located throughout the State. You may identify the most convenient location by accessing Sagem Morpho's website.

What do I bring to the scanning center?

You must bring photo identification as indicated above. If paying by Money Order, you must inform the Call Center of this during the scheduling process. You must also bring the completed Universal Form with you or Sagem Morpho will not process your fingerprints.

When should I schedule the fingerprint scan?

The Motor Vehicle Commission suggests that you schedule the fingerprint scan immediately. An appointment can be typically scheduled within 7 to 10 days of completing the scheduling process. The New Jersey Motor Vehicle Commission suggests you take advantage of Sagem Morpho's online registration process.

What happens to my results?

Your results will be sent directly to the Motor Vehicle Commission. The results of the fingerprint process will be forwarded to your current or potential employer.