



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
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PATRICK J. CALLAHAN
Colonel

February 6, 2020

Dear Volunteer Review Operations Coordinator:

Effective February 17, 2020, the New Jersey State Police Applicant Live Scan Fingerprinting Vendor (IDEMIA, formerly MorphoTrust USA) will be transitioning to a new enrollment system and website for scheduling noncriminal justice fingerprint based criminal history background checks. All applicants should be directed to IDEMIA's new website at <http://uenroll.identogo.com/>. The website provides detailed scheduling instructions and a list of each unique service code.

A unique service code that corresponds to either an employee or volunteer for the youth service organization will replace the traditional Identogo Universal Fingerprint Form (UFF). Applicants will no longer be required to provide the form at Idemia's Identogo fingerprinting locations. The UFF will either be electronically submitted by the applicant utilizing the uniquely assigned Service Code on the web based Universal Enrollment Platform (UEP) scheduling system or can be brought to their fingerprint appointment if the applicant chooses.

The following service codes have been assigned by Idemia to the Volunteer Review Operations Program (VRO):

2F1J2G - NJ920610Z NJSP VOLUNTEER REVIEW OPS YOUTH SERVING ORGANIZATION EMPLOYEE YSO

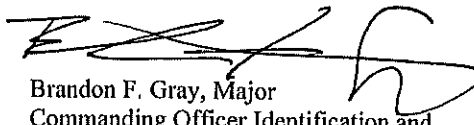
2F1J3Y - NJ920610Z NJSP VOLUNTEER REVIEW OPS YOUTH SERVING ORGANIZATION VOLUNTEER YSB

Please note that your youth serving organization will be responsible for providing each applicant with the correct service code for either an employee or volunteer of the organization and the unique six digit Volunteer Registration Number (VRN) assigned to your agency. Each applicant will utilize the applicable service code when scheduling the fingerprint appointment on the new UEP website and enter the correct VRN in Block #7 (Contributor's Case #) of the UFF. A correct service code and VRN will ensure the applicant is charged the proper fee and is returned an accurate criminal history.

If there are any questions concerning the VRO program or transition to the UEP, please contact (609) 882-2000, extension 2762 or Vol_ReviewOps@gw.njsp.org.

Sincerely,

FOR COLONEL PATRICK J. CALLAHAN


Brandon F. Gray, Major
Commanding Officer Identification and
Information Technology Section

BG/bt



"An Internationally Accredited Agency"

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IdentoGO

Fingerprint Service Code Form

Service Name: YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed

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

2F1J3Y

When prompted, please enter the following

Contributor Case Number: _____ H08002

Miscellaneous Number: _____

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**.