

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: _____ C25001

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**.

**NEW JERSEY STATE POLICE, IDENTIFICATION & INFORMATION
TECHNOLOGY SECTION
STATE BUREAU OF IDENTIFICATION, CRIMINAL INFORMATION UNIT
SUBMISSION PACKET FOR THE VOLUNTEER REVIEW OPERATION (VRO)**

The State Bureau of Identification (SBI), Volunteer Review Operation (VRO), requires that the following instructions be adhered to for the successful processing of your organization's criminal history record requests. Incorrect or incomplete submissions will be rejected by the VRO. This rejection will result in delays in obtaining your organization's criminal history record information results. The following is included with this Submission Packet:

- IdentoGO Fingerprint Service Code Forms 2F1J2G and 2F1J3Y
- Copy of Public Law 1999, Chapter 432
- Your organization's unique Volunteer Registration Number
- Criminal History Record Information Release Form

The **VOLUNTEER REGISTRATION NUMBER (VRN):** C25001

The Volunteer Registration Number (VRN) is a unique tracking identifier assigned to your organization. This six (6) digit identifier is assigned by the State Police VRO (as above). Please note the VRN must be 6 characters and does not support the alpha letter O, only the numeric number zero (0).

VOLUNTEER FINGERPRINTING:

The organization will give each volunteer their 6-digit VRN and appropriate service code in order to set up an appointment to be fingerprinted by IdentoGO via Web at <https://uenroll.identogo.com>. Please note, the assigned VRN is to be put in the Contributor's Case Number line.

ASSOCIATED FEES:

Applicants are expected to pay at the time of the fingerprinting appointment.

The fee for a volunteer submission is \$25.73 (state and federal fingerprint check).

The fee for an employee submission is \$57.73 (state and federal fingerprint check).

RESPONSE FROM THE VRO:

The VRO will respond to your organization in the form of a letter advising of the volunteer's eligibility under the law. The VRO will not qualify or disqualify a volunteer. The VRO will make a recommendation based on the law. The final decision to employ a volunteer rest with the organization who has requested the criminal history record check.

The VRO will provide the organization with a letter of recommendation or non-recommendation for the volunteer. This will be kept by the individual volunteer as proof of an initial background check.

APPEAL PROCESS:

Persons who have been denied employment based on a recommendation by the VRO may obtain a copy of their criminal history record by completing the Criminal History Record Release Form and mailing it to the New Jersey State Police, State Bureau of Identification, Volunteer Review Operation within three (3) months of VRO recommendation letter.

The VRO will mail a copy of the disqualifying record to the aggrieved individual. The individual in turn will use the record to appeal the decision to the denying organization.

The VRO will not change its recommendation. The VRO's recommendation is based on the disqualifiers enumerated in the law. The final decision to employ a volunteer rests with the organization who has requested the criminal history record check.

UNCLASSIFIABLE FINGERPRINTS:

In the event a VRO applicant's fingerprints are unclassifiable, the VRO will be responsible for contacting IdentoGO and advising them that the applicant needs to be re-fingerprinted. IdentoGO will contact the applicant to be fingerprinted at no additional charge (All re-submissions due to unclassifiable fingerprints must be completed within (90) days of the original submission. Failure to adhere to these guidelines will result in additional fees).

SCHEDULE AN APPOINTMENT:

By the volunteers scheduling their appointments, they are requesting and authorizing the New Jersey State Police to conduct a fingerprint-based NJ State and Federal Criminal History Background Check.

The New Jersey State Police uses the live scan fingerprinting services provided by IdentoGO, a private company under contract with the State of New Jersey. In order to be fingerprinted for one of the purposes listed above, the applicant is required to contact IdentoGO via the website at <https://uenroll.identogo.com>. Web scheduling is available 24 hours a day, seven days per week. Please provide 24 hours' notice when canceling/rescheduling an appointment.

Questions? Contact the New Jersey State Police, VRO Program at (609) 882-2000, ext. 2891 or VolReviewOps@njsp.gov.