



Motor Vehicle Commission

Trenton, New Jersey

STATE OF NEW JERSEY

TO ALL COMMERCIAL BUS AND LIMOUSINE DRIVERS THAT HOLD A PASSENGER P ENDORSEMENT ON THEIR CDL **NOT FOR SCHOOL BUS OR HAZMAT DRIVERS**

The Motor Vehicle Commission has commenced a live fingerprint scanning initiative to streamline Criminal background checks required for commercial operators transporting passengers for hire. The successful completion of a criminal background check is a legal requirement as a condition for licensure. Therefore, as part of your application and issuance process, it is required that all potential applicants schedule an appointment with the states fingerprint vendor MorphoTrak (formerly Sagem Morpho, Inc.).

To schedule an appointment you need to call the toll free number **1-877-503-5981** and make an appointment to have your fingerprints scanned at an established site. You may also schedule your appointment via the Internet at MorphoTrak's web site www.bioapplicant.com/nj. **ONLY CALL THIS NUMBER OR VISIT THIS WEB SITE IF YOU NEED TO SCHEDULE FINGERPRINTING FOR A PASSENGER ENDORSEMENT.** Please complete the applicant information on the back of this letter. Though certain information is already filled in, you will need to supply the requested information in blocks 7 thru 26. Block 7 is your driver license number which will be used as your Agency Case Number. Blocks 9, 10 and 11 is your name which must appear as it does on your driver license. Please have this form completed and present it along with the proper identification as noted on the back of this letter.

In addition when you schedule your appointment you will be asked to provide the following internal identification numbers.

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| ORIGINATING AGENCY REFERRAL NUMBER (ORI) | NJ 920530Z |
| AGENCY CASE NUMBER | Your DL # |
| CATEGORY | MVS |
| DOCUMENT TYPE | RS 1 |
| STATUTE | 39:3-10.1 SPECIAL LICENSE PASSENGER FOR HIRE |

After supplying this information you will be required to make payment of \$51.00 to cover all required background checks and vendor fees. Only after payment is made will you be scheduled for an appointment at one of the electronic scan sites. Visa, MasterCard or money orders are acceptable forms of payment. No cash or personal checks will be accepted. If paying by credit card, you will receive you scheduled time and place for fingerprinting immediately. If paying by money order, your time and place will be scheduled only after MorphoTrak receives your mailed in payment. Please make money orders out to MorphoTrak.

Please note: School bus and HazMat drivers are required to comply with different fingerprint procedures and notices issued by the Department of Education and the Transportation Security Administration. In addition fingerprint-scanning fees differ between School Bus, Commercial Bus and HazMat Drivers. Also, all Limousine Drivers must be fingerprinted under NJSA 48:16-22.3A. Failure to present the proper form or pay the appropriate fee would require the applicant to submit to an additional background check and another fee payment. Please be sure you have the correct fingerprint application form. No refunds will be issued if the incorrect fingerprint application is used.

If you have any questions concerning this procedure, please contact the Motor Vehicle Commission Commercial Bus Unit at 609-292-7500 ex 5039.

IMPORTANT: PLEASE BRING THIS LETTER AND PHOTO IDENTIFICATION WITH YOU WHEN YOU APPEAR TO BE FINGERPRINTED AT YOUR SCHEDULED TIME. AT THAT TIME YOU WILL RECEIVE A RECEIPT FROM THE STATE VENDOR. PLEASE BRING THIS RECEIPT OR COPY THEREOF WITH YOU TO A MVC AGENCY WHEN APPLYING FOR A CDL PASSENGER ENDORSEMENT. REMEMBER THIS FORM IS ONLY TO BE USED FOR FINGERPRINTING TO RECEIVE A PASSENGER ENDORSEMENT.

REV 9/09

