

SORA FAQ's

Q 1. How do I apply for a Security Officer Certification?

1. www.njsp.org
2. Click on services
3. Click on Private Detective Info.
4. Click on SORA Updates
5. Click on Security Officer and Instructor Applications (yellow box on the right)

Q 2.I forgot my Password / Login ID, how can I get it?

First go to the Security Officer and Instructor Application box, see above, then click on returning applicant. At the bottom of the page select either " **Forgot Your Password**" or "**Forgot Your Logon ID**"? (Click Here). Passwords are e-mailed to the e-mail address listed in your personal profile.

Q 3. How do I pay for the application?

Payment must be made using a debit card or credit card issued by Visa or MasterCard. If you do not have one, you can also use a Visa gift card. You must pay a non-refundable fee of \$75.00 to complete the Security Officer application process.

Q 4. How do I get fingerprinted correctly?

You **MUST** print the **SAGEM MORPHO fingerprint form** and **30 Day Temporary Certificate** from your online application. This form will contain all your application information and the following:

- Block #19: 45:19A4
- Block #20: Security Officer Certification
- Block #21: ORI # NJ920670Z
- Block #22: APP and 4 numbers

If you do not use the correct form and/or correct information, we will not receive your fingerprint information and you must be fingerprinted again and pay an additional \$78.00.

Q 5. How much does it cost to be fingerprinted?

The cost is \$78.00. After you complete your application and print the Sagem Morpho fingerprint form, you will need the information from this form to make your appointment with Sagem Morpho. You can make your fingerprint appointment on line at www.bioapplicant.com/nj.

Q 6. How do I find an instructor?

At the end of your application process, you will receive a verification page. At this time you are instructed to print out your **30 Day Temporary Certificate** and **Sagem Morpho Fingerprint Form**.

Below these two forms is a LINK to browse the Security Officer Instructor Registry.

You are able to search by State, Instructor's ID number, Instructor's last name, or Zip Code. If you select New Jersey as the state, you are then permitted to search by county.

Q 7. How long is my security officer certification good for?

A Security Officer Certification is valid two years after the issued date. The certification must be renewed every two years. Security Officers must submit their renewal application and non-refundable \$60.00 prior to the expiration of the current license. Security Officers are also required to complete an 8 hour refresher course provided by a certified Security Officer Instructor, prior to the expiration of their current certification. Security Officer Instructors shall upload the training results and photo prior to the expiration of the security officer certification.

Q 8. Do all current Security Officer have to comply with SORA or are they "grand fathered" in?

Active security officers can continue to be employed by their current employer.

As of January 8, 2007, anyone hired by a Licensed Security Agency must comply with SORA.

Anyone performing security functions as defined in the Security Officer Registration Act (SORA), must obtain a Security Officer Certification prior to July 1, 2007.

Q 9. Do active law enforcement officers have to comply with the requirements of SORA?

Active law enforcement officers working in an off-duty security capacity for a Licensed Security Agency must obtain a Security Officer Certification. They must provide their SBI number in their application, but do not have to submit fingerprints, or attend the security officer training course. Instructors shall verify the officer's identity and active duty status. Once this has been confirmed, the instructor will upload "pass" for the officer's test results and the officer's digital photo. The instructor will also generate an email to the Private Detective Unit (PDU) including the police officer's name, SBI number and applicant ID Number. pdu@gw.njsp.org.

Q 10. How do I register a new employee under SORA?

The Licensed Security Agency must submit a list of new employees on company letterhead to the Private Detective Unit. The letter will include the employee's name, date of birth, social security number, and either their 30- Day Applicant ID number or their Security Officer Certification number. The letter should be accompanied by a check for \$15.00, payable to the State of New Jersey, for each new employee. Multiple employees can be covered by one check.

If you have previously registered these employees and they have completed the certification process, you do **NOT** need to re-register them.

Q 11. When and How do I register non-security personnel?

The link for existing Private Detective Agencies to apply for a Security Agency License, as required by SORA, will be enabled in April 2007. Once an Security Agency is licensed, they will be given rights to register both security and non-security personnel under their new license on the SORA data server. No fee will be required to register employees under a Licensed Security Agency.

Q 12. What happens if I don't submit fingerprints or complete the training course within 30 days?

Failure to meet all the certification requirements within 30 days will cause your security officer application to be denied. The applicant must then submit a new application as well as the non-

refundable \$75.00 fee. The applicant must return to the application process and login with their existing log in ID and password. Then, select the rectangular box on the left side, “New Application” then either **Instructor** or **Security Officer** Application. The applicant will submit payment and print the new Morpho Fingerprinting Form. You will **not** be permitted to print a **new** 30- Day Temporary Certificate. The applicant then needs to be fingerprinted under their new Applicant ID number. If the applicant had successfully completed a training course, the Instructor can upload the existing test results and photo to the new Applicant ID number. Otherwise, they must search the instructor registry to locate a Certified Security Officer Instructor in their area.