



New Jersey Department of Agriculture
Division of Plant Industry
P.O. Box 330
Trenton, NJ 08625

2022 Hemp License Applicant Instructions for Licensees

Instructions for In State Residents Requesting a New Jersey Fingerprint-Based Criminal History Record Check (records from NJ only)

The Division of State Police, Criminal Information Unit (CIU) provides fingerprint-based New Jersey criminal history record checks to any resident of the state of New Jersey requesting a copy of his/her own criminal history record.

An individual may obtain a criminal history record check via electronic live scan at one of the approved fingerprint capturing sites. The New Jersey State Police utilizes the live scan fingerprinting services provided by IDEMIA, a private company under contract with the State of New Jersey. In order to be fingerprinted for one of the purposes listed above, you are required to contact IDEMIA to schedule a time and place to have your fingerprints captured at an Identogo site.

The quickest and easiest way to schedule your appointment is via the World Wide Web at <https://uenroll.identogo.com/>.

Web scheduling is available 24 hours per day, seven days per week. Applicants who do not have World Wide Web access should call IDEMIA at the company's toll-free telephone number, **1-877-503-5981** (Monday through Friday, 8:00 a.m. to 5:00 p.m., and Saturday, 8:00 a.m. to 12:00 noon). Spanish-speaking operators are available upon request. You must bring proper identification with the home address the appointment was scheduled with as outlined on IDEMIA's website.

Appointment registration and location information will be available on the Idemia Universal Enrollment Platform (UEP), allowing applicants to schedule appointments using a unique Service Code for each agency/fingerprint reason.

IDEMIA has assigned a Service Code for each unique combination of agency and applicant type. The six character Service Code is used for uniquely identifying the Agency (ORI), and Reason for Fingerprinting (RFP). The use of the Service Code ensures that applicants are being printed



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for the correct purpose and are not accidentally or incorrectly being processed for a service they don't need. The distribution of the Service Code is dependent on the agency to confirm the correct applicants have the correct service. A Service Code Lookup Tool is available on the UEP website, allowing applicants to identify their Service Code based on the data contained on the Applicant Form. Below is a list of criminal history Background Checks provided by the New Jersey State Police. Corresponding service codes are listed for each type of request.

The fee for this fingerprinting service is **\$44.13**, which includes the **\$14.13** vendor fee and associated state sales tax. The following forms of payment are accepted: VISA, Master Card, American Express, Discover, prepaid debit cards, or electronic debit (ACH) from a checking account. Payment will be collected at the Idemia fingerprint site on the day of the scheduled appointment. Appointments must be canceled by 5:00 p.m. on the business day prior to your scheduled time (you must cancel by Saturday at noon for a Monday appointment).

Failure to provide complete and accurate information may result in having to be fingerprinted again and incurring additional costs. There are no refunds once a criminal history background check is completed. Questions or revisions to responses must be made within a ninety day **(90)** period or the full process will have to be repeated. If you do not receive your response within ten **(10)** working days please contact the **Criminal Information Unit at 609 882-2000 ext. 2918 or CIU@gw.njsp.org**.

Any questions regarding New Jersey Criminal History Record Check Process can be directed to the New Jersey State Police, **Criminal Information Unit at 609 882-2000 ext. 2918 or CIU@gw.njsp.org**.

Personal Employer Request:

Applicants that require a fingerprint-based New Jersey criminal history record check for employment purposes and need the results mailed to the employer address. Employment - **response returned to employer**

YOUR EMPLOYER ADDRESS MUST BE COMPLETE AND ACCURATE, AS RESULTS ARE SENT OUT VIA US MAIL.

Service Code 2F1BF3

Contributor case number: EMPLOYER

(A Criminal Hit will result in the disclosure of convictions and pending data only)



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Any questions regarding the information on these forms, or if you fail to receive your response after ten (10) working days once fingerprinted, can be directed to the New Jersey State Police, **Criminal Information Unit at 609 882-2000 ext. 2918 or CIU@gw.njsp.org**.

Instructions for Out Of State Residents Requesting a Fingerprint-Based New Jersey Criminal History Record Check (records from NJ only):

If you are an out-of-state resident but live, work, or attend school within a 10-mile radius of the NJ borders, you must be fingerprinted at an Identogo fingerprint site in NJ or at a participating out-of-state Identogo Universal Enrollment site. If your zip code is on the Restricted Zip Code List, you must select one of the Personal Record Request Service Codes listed above and schedule an appointment with Identogo at <https://uenroll.identogo.com/>. Please review the [Restricted Zip Code List - \[pdf\]](#) for all zip codes within a 10-radius of the NJ borders.

There are multiple out of state Identogo Universal Enrollment site locations across the United States that can be utilized to complete a fingerprint-based NJ criminal history record check.. Site locations nearest you can be searched by entering a zip code or town/city name during the enrollment process at <https://uenroll.identogo.com/>. The search feature will produce a list of any available Identogo Universal Enrollment sites in your area. Please note that Identogo will add a convenience fee for the out-of-state Universal Enrollment services.

If your zip code is not on the Restricted Zip Code List and you are unable to be fingerprinted at an Identogo out-of-state Universal Enrollment site location, you must submit hard card fingerprints by utilizing Identogo's Card Scan services. First, you must select one of the personal record request service codes listed above prior to completing the pre-enrollment process. Make note and record your Service Code number to use during the enrollment process.

Please follow these instructions to pre-enroll on-line and complete the Identogo Card Scan process:

1. Obtain [Out of State Personal Record Request Fingerprint Hard Cards - \[pdf\]](#). Printing the PDF on standard paper is acceptable and must be **black** ink.
2. Pre-enroll on-line and provide payment information at https://uenroll.identogo.com. **You will need your chosen Service Code listed above**



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to complete this step. Follow all instructions contained in the [Out of State Personal Record Request Instructions from Idemia - \[pdf\]](#).

3. Select “**Submit A Fingerprint Card By Mail**” during the on-line enrollment process.
4. Complete your fingerprinting on a hard card. Your local police department, live scan vendor, or embassy can complete hard card fingerprinting.
5. The fingerprint card will list the purpose of the record check and include all identification data including the individual’s full name, date of birth, social security number, mailing address and contact information. **The police department or agency taking the fingerprints must positively identify the individual and complete the information on the [NJSP Out of State Verification Form for Hard Card Fingerprints - \[pdf\]](#)**
6. Mail hard card fingerprints and the **NJSP out of State Verification Form for Hard Card Fingerprints** to the following address:

Cardscan Department - NJ Program
340 Seven Springs Way, Suite 250
Brentwood, TN 37027

Any questions regarding the New Jersey Criminal History Background Process can be directed to the New Jersey State Police, **Criminal Information Unit at 609 882-2000 ext. 2918** or CIU@gw.njsp.org

UPDATE-

Note*: Effective July 1, 2021, applicants that have scheduled an appointment with IdentoGO from this date forward will have the ability to download their Personal Record Request letter. Please allow 2 business days from the date fingerprinted to access the Personal Records Request letter. Personal Records Request letter is available from the website only if no record is found. However, if a criminal record is found, the information is mailed and is not available through this service. Please allow up to 14 business days to receive this mail from the date fingerprinted.

Please note that Personal Records Request for Notarized letter are NOT handled by this service. The Personal Records Request letter is available for download for 90-days from the date fingerprinted. IdentoGO PCN/TCN, Applicant Last Name and Date of Birth as entered on the IdentoGO form are required for authentication before the letter can be downloaded. Click on the Continue button to get authenticated. <https://www.njportal.com/NJSP/prr>