

Fingerprinting for All Private Detective Applicants

Applicants seeking licensing as a New Jersey Private Detective must submit electronic, fingerprinting vis the vendor IdentogGo. IdentogGO has introduced a Universal Enrollment Platform (UEP), the newest solution in their fingerprint technology, to their New Jersey program. IdentogGO has transitioned to a new digital fingerprinting process through the use of Service Codes. **IdentogGO's goal is to ultimately eliminate the Universal Fingerprint Form.** IdentogGO will now use (Effective February 18th, 2020) service codes when identifying the authorized purpose for why an applicant is being fingerprinted. This ensures applicants are processed for the correct purpose and agency. Appointments to be fingerprinted will not be required however, **pre-enrollment** is required.

INSTRUCTIONS

All private detective applicants will be required to visit our website at www.njsp.org, click on services, go to Private Detective Information and locate the Fingerprint section. **Select the hyperlink associated with your application type.** You will then be directed to the IdentogGo pre-enrollment website. Provide your information for pre-enrollment and select your enrollment center for fingerprinting. Once completed you will receive a notification from IdentogGO. You are required to bring proper identification to your fingerprinting appointment. You can find this information by selecting "What do I need to bring to enrollment." Your fingerprint payment will be made at the time of processing at the enrollment center. For further information go to the IdentogGO website at www.identogo.com

INITIAL APPLICANTS (Individual, LLC or Corporate Qualifiers, Corporate Officers/Members)

All applicants for initial licensing as a NJ Private Detective must contact the New Jersey State Police, Private Detective Unit, for the issuance of a temporary number. This number will be utilized as means for Private Detective Unit personnel to track the finger print return. The temporary number will be entered by the applicant on page 2 in the block (contributor's case number) of the IdentogGO pre-registration fingerprint form. See above instructions. Applicants can contact the Private Detective Unit at (609) 341-3426 or 633-9352 or via email (pdu@gw.njsp.org). Emails must include applicant's name, social security number and phone number.

OUT-OF-STATE APPLICANTS (Individual, LLC or Corporate Qualifiers, Corporate Officers/Members)

Applicants residing outside of New Jersey (10 mile radius) will be required to complete pre-enrollment and pre-payment in the UEP system. Your Service Code homepage will include a link for applicants to pre-enroll for cardscan service by selecting this option under "**[Submit A Fingerprint Card by Mail](#)**".

Applicant Instructions

Each applicant will follow the updated cardscan instructions, including the use of Service Codes and pre-enrollment/pre-payment. An overview of the process is listed below.

1. Obtain fingerprints on Two-FBI (FD-258) fingerprint cards. Applicants must complete the personal information fields on both fingerprint cards.

2. Go to pre-enroll for cardscan submission at UEnroll.identogo.com. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.

3. Print, sign and mail completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and your hard-cards fingerprint cards (2) and receipt from your appointment. To the following address:

Division of State Police

Private Detective Unit

P.O. Box 7068 West

Trenton, New Jersey 08628

4. With the new pre-enrollment requirement, Identogo will not be responsible for any data errors by the applicant. Any such errors that require a new fingerprint submission to NJSP will require an additional paid pre-enrollment and fingerprint card submission.

Requirement Reminder: Out-of-state applicants who reside, attend school, or work within a ten (10) mile radius or less of the State of New Jersey borders must be printed at a NJ fingerprint location. NJ's master zip code list will determine the 10 mile or less radius.

ALL RENEWAL APPLICATIONS FOR EXISTING COMPANIES

All renewal and initial applicants for existing licensed companies will select the hyperlink associated with "Private Detective License Renewal" and will be directed to Identogo's website. Renewal applicants will follow the instructions above with the exception of contacting the Private Detective Unit for a tracking number. **DO NOT CONTACT THE PRIVATE DETECTIVE UNIT FOR A RENEWAL TRACKING NUMBER.** All licensees will utilize their issued license number on page 2 in the block (contributor's case number) during the enrollment process on Identogo's website.

EMPLOYEE FINGERPRINTING FOR AN EXISTING LICENSE

All employees that work for a licensed private detective agency are required to be printed prior to employment. They will utilize the new Identogo process. Information regarding fingerprinting can be found at www.njsp.org, click on services, go to Private Detective Information and locate the Fingerprint section. **Select the hyperlink associated with your application type.** You will then be directed to the Identogo pre-enrollment website. Provide your information for pre-enrollment and select your enrollment center for fingerprinting. Once completed you will receive a notification from Identogo. You are required to bring proper identification to your fingerprinting appointment. You can find this information by selecting "What do I need to bring to enrollment." Your fingerprint payment will be made at the time of processing at the enrollment center. For further information go to the Identogo website at www.identogo.com. The license holder or license coordinator is responsible to assist employees with proper fingerprinting protocol.

All applicants are encouraged to carefully read the instructions contained at both the New Jersey State Police, Private Detective Unit (www.njsp.org) and Identogo (uenroll.identogo.com) websites.

Identogo Customer Service Call Center (877)503-5981

