

Private Detective Applicants for Licensing Fingerprinting Instructions

Applicants seeking licensing as a New Jersey private detective must submit for electronic fingerprinting via the vendor Identogo. Identogo has introduced a Universal Enrollment Platform (UEP), the newest solution in their fingerprint technology, to their New Jersey program. Identogo has transitioned to a new digital fingerprinting process through the use of Service Codes. **Identogo's goal is to ultimately eliminate the Universal Fingerprint Form.** Identogo 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, but **pre-registration** is required.

INSTRUCTIONS

All private detective applicants will be required to go to 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 Identogo enrollment website. Provide your information for pre-enrollment and select your location for fingerprinting. Once completed you will receive a notification from Identogo. Bring the proper identification to your fingerprinting appointment. Your fingerprint payment is made on site. For further information go to the Identogo website at www.identogo.com

INITIAL LICENSE APPLICATIONS (License Qualifiers and Corporate Officers only)

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 agency license number. This number will be utilized as means for Private Detective Unit personnel to track the criminal history return. The temporary agency license number will be entered by the applicant on page 2 in the block (contributor's case number) of the Identogo pre-enrollment fingerprint form. See above instructions. Applicants can contact the Private Detective Unit at 609-633-9352 or via email (pdu@njsp.org). Email must include applicant's name, social security number and phone number.

OUT-OF-STATE APPLICATIONS (License Qualifiers and Corporate Officers only)

Effective February 18, 2020, Identogo has implement the Universal Enrollment Platform for the State of New Jersey applicant fingerprinting. Applicants residing outside of New Jersey (or physically unable to visit an Identogo center in New Jersey) 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**". The Private Detective Unit is no longer accepting ink and roll cards you must mail them to Identogo's Tennessee's Office:.

Identogo Card Scan Department
NJ PROGRAM
340 Seven Springs, Suite 250
Brentwood TN 37027

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 FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card.
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 and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page.
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 (License Qualifiers and Corporate Officers)

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 registration process on Identogo's website.

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) website.

Identogo Customer Service Call Center (877)503-5981