



State of New Jersey

Philip D Murphy
Governor

Office of the Attorney General
Department of Law and Public Safety
Division of Gaming Enforcement
Arcade Building
Tennessee Avenue and the Boardwalk
Atlantic City, NJ 08401

Gurbir S. Grewal
Attorney General

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Lt. Governor

David Rebuck
Director

DATE: July 2, 2020

FROM: Sandra Boswell-Baker, Acting Deputy Chief

RE: Reopening of Identification and Fingerprint Unit / COVID Procedures

Effective July 2, 2020 at 8:00 AM, the Division of Gaming Enforcement's (Division) Identification Unit will re-open for business and will return to normal business hours, Monday through Friday 8:00AM to 4:00 PM. As a result of the COVID-19 pandemic, to protect the health and safety of the public and the employees of the Division, the procedures have been updated and have been listed below.

From this point forward, all applicants must schedule an appointment at Tennessee and Boardwalk by calling the following number: 609-441-3050 as the Division will no longer be accepting walk-in service. Furthermore, no one will be able to walk into the lobby to schedule an appointment. Appointments must be scheduled on the phone. There will be no exceptions to this rule. When making an appointment, applicants will be advised what is required to bring to the appointment (i.e. required forms of ID, types of payment permitted, etc.).

At the time of a scheduled appointment, anyone entering the building must wear a mask and bring their own pen. When applicants/customers arrive for their scheduled appointment or any other service, they are required to call the ID Unit (609-441-3050) or (609-441-3011) to notify the Division of their arrival. All applicants/customers should remain in their vehicle and/or practice social distancing outside the building until a DGE staff member contacts them and advises them to enter the lobby.

All applications must be completed in entirety prior to the appointment. If an applicant is not prepared or is late, he/she will be required to reschedule their appointment. Only applicants will be permitted in the Arcade building. Applicants are not permitted to bring children to their appointment.

A sign will be posted on the front door of the Arcade building with all the Rules and Restrictions as well as on the DGE website: <https://www.nj.gov/oag/ge/index.html>. Please contact the Division of Gaming Enforcement at 609-441-3050 for any additional inquiries.

It should also be noted that applicants that live in New Jersey or out-of-state but within a 10-mile radius of the New Jersey borders who require fingerprints, also have the option of having their fingerprints completed at an IdentoGO location rather than coming to the Atlantic City Office. IdentoGO is available to complete fingerprints for all casino related licenses and registrations. There is, however, a \$66.05 fee for this fingerprinting service, which is the responsibility of the applicant. For more information regarding IdentoGO's services and locations, please see our website: https://www.nj.gov/oag/ge/direct_fingerprint.htm or call 609-441-3050 or 441-3846 for additional information.

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DIVISION OF GAMING ENFORCEMENT FINGERPRINTING INFORMATION

- If you are required to obtain a credential from the New Jersey Division of Gaming Enforcement or Casino Control Commission, you must be fingerprinted.
- If you live in New Jersey or Out-of-State but **live within a 10-mile radius of the New Jersey borders**, you must be fingerprinted by the Division of Gaming Enforcement or at a NJ Identogo site. Please see the Restricted Zip Code list for the 10-mile radius. [Restricted Zip Codes](#)
- If you live Out-of-State or Out-of-Country, you must submit fingerprint cards. Fingerprinting must be performed by a police department or a private company authorized by the local gaming entity.

INSTRUCTIONS FOR FINGERPRINTING NEW JERSEY APPLICANTS or OUT-OF-STATE APPLICANTS, who live within 10-mile radius of NJ Border

Division of Gaming Enforcement

To be fingerprinted, by the Division's Identification Unit, which is located in the Arcade Building, 1325 Boardwalk (Tennessee Ave & the Boardwalk), Atlantic City, New Jersey, you must make an appointment. Please call (609) 441-3050 Monday – Friday (8 am to 4 pm) for an appointment. There is no charge for fingerprinting at the Arcade Building in Atlantic City.

When you arrive for your fingerprinting appointment, you must present proper identification.

Please refer to Establishing Your Identity and Work Authorization link.

See [ESTABLISHING YOUR IDENTITY AND WORK AUTHORIZATION](#)

IdentoGO

Applicants are required to contact IdentoGO to schedule a time and place to have their fingerprints captured at an IdentoGO site. Web scheduling is available 24 hours per day, seven days per week. Applicants who do not have World Wide Web access should call IdentoGO 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 your home address to the appointment, as outlined on IdentoGO's website.

Appointment, registration and location information will be available on the IdentoGO's Website to schedule an appointment using a unique Service Code for each agency/fingerprint reason.

IdentoGO 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 for the correct purpose and are not accidentally or incorrectly being processed for a service they don't need. Once you have clicked on the appropriate Service Code and have entered: Name, DOB and Contact Method the next step is to enter a Contributor Case Number. The Contributor Case number that we use will be "**NJDGE**". This is to notify IDENTOGO that you are there to be printed for a gaming license with Division of Gaming Enforcement. Below is a list of DGE licenses/registrations along with the corresponding Service Codes and Contributor Case Number. Click on the appropriate Service Code, complete the Universal Fingerprint Form and schedule your appointment.

The fee for this fingerprinting service is **\$66.05**, which includes the **\$12** 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 IdentoGO fingerprint site on the day of the scheduled appointment. Appointments must be cancelled 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).

If you are applying for:

- 1) Casino Employee Registration (35),
CLICK HERE → [Service Code 2F12GJ](#)
(Contributor Case Number: NJDGE)

- 2) Applicant Casino Key Employee (11),
CLICK HERE → [Service Code 2F12QV](#)
(Contributor Case Number: NJDGE)

- 3) Applicant Casino License (Qualifier),
CLICK HERE → [Service Code 2F1132](#)
(Contributor Case Number: NJDGE)

- 4) Casino Service Industry License,
CLICK HERE → [Service Code 2F12X4](#)
(Contributor Case Number: NJDGE)

Once your fingerprints are taken you will be required to pay for the fingerprinting. IdentoGO will provide you with a receipt which the applicant will be responsible to attach to their DGE credential application form as proof you were fingerprinted.

***Please note:** The Division of Gaming Enforcement will not be able to complete the application process without the IdentoGO receipt attached to the application.

Any questions regarding fingerprinting please contact the Division of Gaming Enforcement's Identification Unit at **(609) 441-3050** Monday – Friday (8 am to 4 pm).

FINGERPRINTING FOR OUT-OF-STATE or OUT-OF-COUNTRY APPLICANTS

See Out-of-State or Out-of-Country instructions on <https://www.njdge.org>.

NOTE: If pdf file does not open in your browser, download the PDF file to your local hard drive and then open the file with Adobe Reader.