

HANDOUT FOR PERSONAL RECORD REQUEST AND EMPLOYMENT BACKGROUND FINGERPRINT CHECKS

Fingerprint process for Personal Record Request and Employment Purposes are now being conducted by the state contract vendor, SAGEM MORPHO INC. Forms and instructions are available at the New Jersey State Police internet website, www.njsp.org. Once on the website, click Services and a drop down menu will appear. Click on Criminal Background Check and download the appropriate universal form.

Prior to accessing the website please read the function for each form below. Once you have identified the proper form for your use, please print the universal form from the website and follow the directions on the form.

Form A

**Good Conduct
Immigration
Naturalization
Personal Record
Visa
Expungement**

Form B

**International Adoption Requiring Notarization
Foreign business requiring notarization**

Form C

Employment Check (responses returned to applicant)

Form D

Employment Check (responses returned to employer)

Any questions regarding the use of this form can be directed to the Criminal Information Unit at 609-882-2000, extension 2918. Additional information on criminal history background checks may also be found on our website at www.njsp.org.