

# Coaches Instructions for Fingerprinting

Print, fill out and bring with you to your appointment this New Form from MorphoTrak (formally called Sagem Morpho)

[click here for form](#)

If you can not download the [NJAPS2 version 3.0 \(4.0\)](#) beginning January 2010) form attached go to [www.njsp.org](http://www.njsp.org) then scroll down bottom right to “criminal background check”, then scroll to bottom to” **youth serving organization volunteer**” and **click for form NJAPS2 version 3.0 or 4.0.**

**When filling out form\*\* Block number 7 (VRN#) on Universal Form must be 6 characters and does not support the alpha letter O, only the numeric number zero (0).**

## 1. **Print form** and fill it out, **bring this form with you to your appointment**

Note on line #1 NJ920610Z;

#2 Category YSB;

#3 15A:3A-1;

#4 **Youth serving organization volunteer**

#5 VB1;

#6 \$26.25; #7 has Warren Township VRN# T05003

## 2. Next go online to **MorphoTrak SITE Instructions:**

Go to [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj) you will see the following instructions. Click in the box that says **START HERE** and do what it says

### **New Applicants**

1. Enter the information from the top portion of your Universal Fingerprinting Form (#NJAPS2 Version 3.0) , which the agency requiring you to be fingerprinted should have filled out. Enter personal information such as name, address, height, and weight.
2. Pay for your appointment with Visa, Mastercard, e-check, or money order.
3. Schedule your appointment to be fingerprinted

### **What to Bring to your Appointment**

1. Your *completed Universal Fingerprint Form* (#NJAPS2 Version 3.0). This should have been provided by the state agency or employer requesting you to be fingerprinted.
2. *Valid identification.* Acceptable ID must include photo, name, address (home/employer) and date of birth. The ID must be issued by federal, state, county or municipal entity. The ID **MUST** meet all of the above requirements and **MUST** be present on one ID. Combinations of documents are **NOT** acceptable.

Examples of acceptable ID are:

- Valid photo driver's license or photo ID issued by a state Department of Motor Vehicles or the New Jersey Motor Vehicle Commission
  - Federal, state, county, municipal employment photo ID
  - Passport or Immigration Identification
3. If you scheduled your appointment over the phone, and agreed to pay by money order, you will need to bring your *money order*, made payable to Sagem Morpho. No other form of payment is accepted at the fingerprint site.

You will be turned away from the fingerprint site without being fingerprinted if you can not present proper ID and a completed Universal Fingerprint Form (#NJAPS2 Version 3.0), or if the information on your form does not match the information you provided when your appointment was scheduled.

**If you are turned away from the printing site, you will incur an \$11.00 fee. A refund will be issued for the state and federal search fees only**

- 3.** After you apply and pay on-line and receive your receipt - for the day of your appointment - make a copy and send it to Warren Recreation, 46 Mountain Blvd. Warren, NJ 07059, fax us at 908-753-7768 or email it to lsmall@warrentboe.org. **Make sure there is an address, email, sport and phone on it so we can contact you when the State Letter arrives.**

We will receive a letter from the State Police saying you passed or failed. I will then contact you for an ID appointment at that time.

Warren Township Recreation will be notified if you **fail** the background check. At this point you can contact the State Police to receive a copy of your background check. Once you receive a copy, you are to contact the Warren Township Police (Det. Hurley 908-753-8000 ext 311.) to have a discussion with him to see if you indeed fail or pass. If you do not contact Warren Township Police your sports organization will be notified and you will not be allowed to coach.

## Frequently Asked Questions (FAQ)

1. *How long will it take to be fingerprinted?*

Approximately 10 minutes.

2. *Why do I need a form in order to make an appointment?*

The form is required to ensure you are fingerprinted in accordance with state law. The form reflects the intended purpose of your fingerprinting and the background searches that are necessary. Fields 1-9 of your Universal Fingerprint Form (#NJAPS2 Version 3.0 or 4.0) outline the purpose of your fingerprinting as well as where the results of your background search should be directed.

3. *Where do I get a Universal Fingerprint Form?*

The Universal Fingerprint Form (#NJAPS2 Version 3.0 or 4.0) is provided by your governing state agency or your employer who is requiring you to be fingerprinted. The form must be Version 3.0 or 4.0, dated March 3, 2008. Prior versions of this form are not valid and will not be accepted. After Jan. 2010 only form 4.0 will be valid.

4. *I scheduled my appointment through the website. Where do I mail my money order?*

MorphoTrak  
Attention: NJ Applicant  
3 Washington Square  
Washington Avenue Extension  
Albany, NY 12205

- o More information about money orders see Morpho Trak site.

1. *How do I reschedule my appointment?*

Reschedule before 12:00 noon EST of the business day prior to your scheduled appointment (or, for Monday appointments, before noon on Saturday). Rescheduling after the deadline will incur a **\$11.00** processing fee (see [Refund Policy](#)). You can reschedule through this website or our call center

- Log in using your applicant ID, last name, and birthday.  
Click the "Reschedule" button.  
Choose a new appointment time.
- You can also reschedule by calling our Call Center toll-free at **1-877-503-5981**.
- Reschedule policies apply.

2. *How do I cancel my appointment?*

All cancellations must occur before 12:00 noon EST of the business day prior to your scheduled appointment (or, for Monday appointments, before noon on Saturday). An appointment cancelled after the deadline will incur a **\$11.00** processing fee (see [Refund Policy](#)).

- Log in using your applicant ID, last name, and birthday.  
Click the "Cancel" button.  
Confirm that you really want to cancel.
- You can also cancel by calling our Call Center toll-free at **1-877-503-5981**.
- Cancellation policies apply.

1. *I have an out-of-state driver's license. Will that be accepted for identification?*

A current out-of-state driver's license will be accepted if the license meets all of the identification requirements listed on your Universal Fingerprint Form (#NJAPS2 Version 3.0 or 4.0).

2. *I do not have a picture on my driver's license. What other form of identification will be accepted?*

The identification you provide must meet all of the identification requirements listed on your Universal Fingerprint Form (#NJAPS2 Version 3.0 or 4.0). Applicants who do not provide identification that meets all of the identification requirements will not be fingerprinted.

If you have additional questions, please contact your state agency.

3. *I have a County ID. Will that be sufficient identification?*

An acceptable County ID will have the New Jersey state seal on the ID, and must meet all of the ID requirements listed on the Universal Fingerprint Form (#NJAPS2 Version 3.0 or 4.0).

4. *Is a Military ID an acceptable form of identification?*

Most Military IDs do not meet the identification requirements. Please refer to the Universal Fingerprint Form (#NJAPS2 Version 3.0 or 4.0) for the specific ID requirements.

1. *I have a charge on my credit card from Sagem Morpho Inc E27 Albany, NY, what is it for?*

The charge is for fingerprint services related to licensing or employment in the state of New Jersey. If you have further questions, please call us toll-free at 1-877-503-5981.

2. *Why is it so expensive to be fingerprinted?*

Payment collected for fingerprint services cover the cost of the state and/or federal background search fees as well as the MorphoTrak appointment fee.

3. *When will I receive my refund?*

Refunds will be generated within 10-15 business days following the date of your scheduled appointment. If you paid by money order, please contact the New Jersey Applicant Project Accountant at 1-518-724-5222 to request a refund.

4. *Why was I only partially credited for my appointment?*

Please refer to our [Refund Policy](#) or your Universal Fingerprint Form (#NJAPS2 Version 3.0 or 4.0) for an explanation.

5. *I missed or cancelled my fingerprint appointment and have not received my refund, what do I do?*

Refunds are processed within 10-15 business days after the scheduled appointment date or cancellation date. Please contact our project accountant at 518-724-5222 with any questions.

1. *Can I get a duplicate copy of my receipt?*

No, receipts are only provided at the time of fingerprinting. MorphoTrak advises applicants to retain a copy of their fingerprint receipt for their records.

2. *How do I use my fingerprints on file for a new position or purpose?*

Please contact your state agency to determine whether your previous fingerprint submission can be used to satisfy your new fingerprint requirement.

3. *Why do I need to be fingerprinted again?*

New Jersey state law determines the need to be fingerprinted or the need to be re-fingerprinted. Contact your governing agency for additional information.

4. *I received a letter stating I need to be fingerprinted again, why?*

The physical condition of your fingerprint determines the quality of the fingerprint images. If the image quality is too poor, your state agency may request you to be fingerprinted again to obtain a better quality print.

5. *I received a letter stating I need to be fingerprinted again, how do I make that appointment?*

Reprinting must occur within a specified period of time. ALL reprint applicants must contact the call center to schedule their appointment. Reprint appointments cannot be scheduled via the website. If you choose to schedule an appointment via the website, you will incur all applicable fees.

6. *When should I receive my results for my fingerprinting?*

MorphoTrak is not authorized to receive your background search results. Contact your state agency or your employer to obtain more information.

7. *Will I get my results in the mail?*

Contact your governing agency to determine who will be notified of your results.

8. *Why can't you squeeze me in today or this week?*

Appointments are available on a first come first serve basis. We will schedule you for the first available appointment at the location of your choice.

9. *Are any of the locations open on Saturdays or evenings?*

Please refer to the schedules listed on the MorphoTrak and note that all schedules are subject to change.

10. *How long will it take me to get an appointment?*

In the absence of extenuating circumstances, MorphoTrak will provide fingerprint appointments within 10 business days of the date you inquire to schedule.

11. *Where can I get my PCN number?*

Your PCN is on the receipt provided to you at the time of fingerprinting. The State of New Jersey does not allow Sagem Morpho to provide the PCN to you after the time of printing. Please contact your state agency for further direction.

12. *Is there a direct number to the site where I am being fingerprinted?*

All communication regarding your MorphoTrak fingerprint appointment should be directed to our call center at **1-877-503-5981**.

13. *I live outside the state of New Jersey and need to be fingerprinted for the state of New Jersey?*

Contact the state agency requiring you to be fingerprinted to determine what you will need to do to satisfy the fingerprint requirement.

14. *Where can I get directions to my fingerprint appointment?*

Directions are available on the Morphotrak website. Our call center offers voice automated directions to our fingerprint site locations, please call **1-877-503-5981**.

15. *Do you have assistance for the hearing impaired?*

We offer a TTY line through our call center. Please call 1-800-673-0353.