

NEW JERSEY STATE HOUSE COMPLEX
PROCEDURE FOR BACKGROUND CHECKS – DPP/DPA

All persons contracted to perform work at the State House Complex as part of a State authorized project must submit to a background check which consists of a search by the New Jersey State Police (NJSP) of the Criminal History Records Information (CHRI) data base and the National Crime Information Center (NCIC) data base.

The State House Complex consists of the following locations:

1. Executive State House – 125 West State Street, Trenton, NJ 08625;
2. Legislative State House/Legislative Staff Building – 135 West State Street, Trenton, NJ 08625;
3. State House Annex – 145 West State Street, Trenton, NJ 08625; and
4. State House Garage – 165 West State Street, Trenton, NJ 08625.

Persons wishing to obtain such a background check (Applicant) will be required to submit their fingerprints and other information as part of this process in accordance with the procedure outlined below. Work of an emergent or brief nature will be dealt with separately. The project manager for such work should contact the NJSP at the State House Complex for alternate instructions.

- 1) The Applicant must make an appointment with the current State vendor who is authorized to perform fingerprinting. Currently that vendor is Identogo / MorphoTrust. Please call Identogo / Morpho Trust 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. **DO NOT ATTEMPT TO USE ONLINE FORM IT IS NOT ALLOWED FOR THIS PROJECT AND WILL BE INVALID IF YOU ATTEMPT TO USE IT. TO APPLY YOU MUST CALL THE TELEPHONE NUMBER LISTED ABOVE.**
- 2) The Applicant must comply with all requirements as required by Identogo / MorphoTrust.
- 3) The Applicant is responsible for all costs and fees associated with obtaining a background check.
- 4) The Applicant must use the attached Identogo / MorphoTrust "NJ Universal Fingerprint Form." (A copy of this form can also be supplied electronically upon request.) This Form has been specifically modified for work at the State House Complex, and will be necessary in order to make the appointment for fingerprinting:
 - a) Complete the NJ Universal Fingerprint Form as follows:
 - i) Boxes #1 - #6 are pre-filled and the Applicant does not need to enter anything.
 - ii) Box #7: After the word "EMPLOYER" Enter the **PO Number** or **Contract Number** or **Project Number**.
 - iii) Box #8: Enter the name of the Applicant's employer, if it is other than the General Contractor, enter a brief description of the Scope of Work so that the Applicant's information can be associated with the correct project.
 - iv. Boxes #9 - #25 are completed by the Applicant and reflect their personal information.
 - v. **Box #26 must state:**
Deborahann L. Westwood, Mgr. HR
Dept. of the Treasury, Div. Admin,
50 W. State St., PO Box 210
Trenton, NJ 08625
 - b) The Applicant must use this completed Form as directed by Identogo / Morpho Trust.
 - c) The Applicant must email the cover sheet and the NJ Universal Fingerprint Form to: Deborahann.Westwood@treas.nj.gov, prior to the fingerprint appointment. This is the only contact or correspondence to Deborahann Westwood. All inquiries and/or concerns should be made to Andrea DiGiuseppe, 609-777-4411, SHBM@treas.nj.gov.
 - d) Email a copy of the cover sheet only to: Steven.Pietrzak@treas.nj.gov and Andrea.DiGiuseppe@treas.nj.gov. (Do not send Steve and Andrea a copy of the NJ Universal Fingerprint Form).
 - e) The Applicant is solely responsible for complying with the terms as stated by Identogo / MorphoTrust including, but not limited to, the Identification Requirement.
- 5) Identogo / Morpho Trust will forward the fingerprints to the NJ State Police SBI Unit who will search the CHRI data base.
- 6) The SBI Unit will forward the results of the CHRI Search to TreasuryHR.
- 7) Upon receipt of the CHRI Search results, Treasury HR will request the NJ State Police at the State House Complex to perform a NCIC Search.
- 8) The results of both the CHRI and NCIC Searches will determine if the Applicant is "authorized" to perform work at the State House Complex. **Only the names of authorized Applicants will be forwarded to the State House Complex.**
- 9) The NJ State Police at the Capitol Complex will issue a "Contractor's ID Badge" to all authorized applicants. Only Applicants with this Badge will be allowed to work at the Capitol Complex. This Badge must be prominently displayed when working at the site.

- 10) The Contractor's ID Badge, NCIC Search results and CHRI Search results will remain valid for the following durations.
 - a) The Contractor's ID Badge is project specific and will expire at the end of the project for which it is issued.
 - b) The results of the CHRI Search will be retained by Treasury HR for three (3) years during which time the Applicant, should they wish to begin a new project at the Capitol Complex, will be issued a new Contractor's ID Badge without repeating the CHRI Search.
 - c) The results of the NCIC Search will not be retained. Therefore, a new NCIC Search will be performed each and every time the NJ State Police at the Capitol Complex issue a new Contractor's ID Badge to the Applicant. There are no fingerprinting or fee requirements for the NCIC Search.
 - d) If, after three years from the date of the last CHRI Search, the Applicant requests a new Contractor's ID Badge, Steps 1-9 above will need to be repeated.
- 11) Allow at least three (3) weeks to complete steps 1-9 of this process. **Do not contact Deborahann Westwood.**

If you have any questions or concerns, please contact Steve Pietrzak, 609-777-4411 or steven.pietrzak@treas.nj.gov and copy Andrea DiGiuseppe, andrea.digiuseppe@treas.nj.gov.

Thank you.

INSTRUCTIONS TO BE HANDED TO YOUR EMPLOYEE TO APPLY FOR BACKGROUND CHECK

Please ensure your employee has this in hand when they call and bring it when they go for their fingerprints.

- To make an appointment, please call Identogo / Morpho Trust 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.
- **Do not fill out online form**, it is not valid for State House projects. It will be rejected. The only way you can apply for an appointment is through calling the number above for State House projects and contracts.
- At any time during the process that you are asked who the employer is you must state the following: Deborahann L. Westwood, Mgr. HR, Dept. of the Treasury, Div. Admin, 50 W. State St., PO Box 210 Trenton, NJ 08625. If not it will be rejected and never reach the destination required for approval.
- **Except for box #8** - At any time during the process in which you must fill out/write the employer's name you shall write the following: Deborahann L. Westwood, Mgr. HR, Dept. of the Treasury, Div. Admin, 50 W. State St., PO Box 210 Trenton, NJ 08625. If not it will be rejected and never reach the destination required for approval.
- Box #7 Contributor's Case (Unique Identifier) please write _____
(PO#, Contract# or Project#)

If in the event there is a problem at the Identogo Site or any questions, please call Building Management at 609-777-4411 any one of the following Building Management Staff can assist (Andrea, Steve, Nick, Jo Ann, Jenifer).

COVER SHEET

DATE: _____

TO: Deborahann.Westwood@treas.nj.gov

- **EMAIL THIS COVER SHEET AND THE NJ UNIVERSAL FINGERPRINT FORMS TO DEBORAHANN WESTWOOD**

CC: Steven.Pietrzak@treas.nj.gov

Andrea.DiGiuseppe@treas.nj.gov

- **EMAIL THIS COVER SHEET ONLY TO STEVE & ANDREA – (NO COPY OF FORMS TO STEVE & ANDREA)**

FROM:

SUBJECT: Copy of NJ Universal Fingerprint Application for Capitol Complex

TERM CONTRACT NUMBER/PO#: _____

- Employee List of Name
- NJ Universal Fingerprint Application

Attached is a copy of the NJ Universal Fingerprint Application(s) that we are sending to the State's vendor for clearance to hire the below listed employees:

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I understand that any question concerning this process shall be directed to Steve Pietrzak at 609 777-4411, Steven.Pietrzak@treas.nj.gov or Andrea.DiGiuseppe@treas.nj.gov

(1) Originating Agency Number (ORI #) NJPRR0000		(2) Category PER		(3) Statute Number 13:59-1	
(4) Reason for Fingerprinting PERSONAL EMPLOYER REQUEST				(5) Document Type S1	(6) Payment Information \$40.69
(7) Contributor's Case # (Unique Identifier) EMPLOYER				(8) Miscellaneous FORM "D"	
(9) First Name		(10) MI		(11) Last Name	
(12) Daytime Phone Number () -		(13) Social Security Number (Optional)		(14) Date of Birth	(15) Height
(16) Weight		(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)	
(19) Country of Citizenship					
(20) Home Address					
Address		City		State	Zip
(21) Gender (Select one) [] Female [] Male [] Both		(22) Hair Color		(23) Eye Color	
(24) Race (Select One) [A] Asian/ Pacific Islander (includes Asian Indian) [B] Black [I] American Indian / Alaska Native [W] White (Includes Hispanic/ Spanish Origin) [U] Unknown					
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address Deborahann L. Westwood, Mgr., HR Dept. of the Treasury, Div. Admin, 50 W. State Street, PO Box 210			
		City Trenton		State NJ	Zip 08625
Identification Requirement - Acceptable Identification must be presented at the <u>time of printing</u> . Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/employer), Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).					

Please READ This Form Carefully:

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** that you **present** this completed Universal Fingerprint Form, IDG_NJAPP_020115_V2, at your scheduled appointment.

Appointment Scheduling:

Scheduling is available anytime at www.bioapplicant.com/nj. Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

Payment:

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, American Express, Discover, and prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

Cancel/ Reschedule:

Appointments may be canceled or rescheduled via the website or the call center before the deadline of 5PM EST the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 plus tax (\$10.69) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

Unable to be Fingerprinted:

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG_NJAPP_020115_V2, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 plus tax (\$10.69) appointment fee. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

PCN and Receipts:

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information:		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM

IDG_NJAPP_020115_V2