

## Fingerprints

Residents can be fingerprinted by our Department in certain circumstances such as employment, immigration, visas, adoptions, expungements, firearms, and personal record purposes. The following information is provided to assist you in obtaining your fingerprints.

### **The Haddonfield Police Department will fingerprint Haddonfield residents for the following reasons only:**

- Firearms applications
- Employment, schools, or adoption requirement outside the State of new Jersey
- Fingerprints for Federal purpose on federal cards

The Haddonfield Police Department will fingerprint residents Monday through Friday from 8am to 4pm, or by appointment with a detective.

**Residents who need to be fingerprinted for any other reason are to follow the below instructions:**

Fingerprint processing for personal record requests and employment purpose are now being conducted by the state contract vendor, Sagem Morpho. Forms and instructions are available at the New Jersey State Police web site [http://www.njsp.org/about/serv\\_chrc.html](http://www.njsp.org/about/serv_chrc.html). Prior to accessing the web site, please read the function of each form below. Once you have identified the proper form to use, please print the form from the web site 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 (response returned to applicant)

Form D- Employment Check (response returned to employer)

An individual may obtain a criminal history record check via electronic live scan at one of the approved sites. The New Jersey State Police uses the live scan fingerprinting services provided by Sagem Morpho, Inc., a private company under contract with the State of New Jersey. In order to be fingerprinted for one of the purposes listed above, you are required to contact Sagem Morpho to schedule a time and place to have your fingerprints recorded. The quickest and easiest way to schedule your appointment is via the Web at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). Web scheduling is available 24 hours per day, seven days per week. Applicants who do not have Web access should call Sagem Morpho 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). Sagem Morpho provides a toll-free TTY telephone number, 1-800-673-0353, for hearing-impaired applicants with a modem-equipped telephone. Spanish-speaking operators are available upon request.

You must download the appropriate Universal Form and bring this form with you to your scheduled fingerprint appointment. In addition to this form, you must bring proper identification as outlined on the form. The home address that you fill out on the attached form should be the same as the home address printed on the identification that you provide to Sagem Morpho Inc. **YOUR ADDRESS MUST BE COMPLETE AND ACCURATE IN ORDER TO PROPERLY MAIL BACK THE RESULTS OF YOUR CRIMINAL HISTORY BACKGROUND CHECK.** To ensure accuracy, please legibly complete blocks #9 thru #26 on the front of this form prior to scheduling your appointment.

The fee for this service is \$41.00. Acceptable methods of payment are credit card, electronic debt check or money order. At the time of scheduling your appointment, payment will be required and charged to your account. Appointments must be canceled by noon on the business day prior to your scheduled time (you must cancel by Saturday at noon for a Monday appointment). If you fail to cancel your scheduled appointment, you will forfeit the \$11.00 portion of your fingerprint fee that is payable to Sagem Morpho. You will also forfeit the \$11.00 fee if you fail to bring the Universal Fingerprint Form and proper ID when having your fingerprints scanned.

Any questions regarding the use of this process can be directed to the New Jersey State Police, Criminal Information Unit at (609) 882-2000.