

New Jersey Department of Health
 Criminal Investigation Unit
 P.O. Box 359
 Trenton, NJ 08625-0359

TO: All New Applicants for Certification as a Nurse Aide
 All Reciprocity Candidates for Nurse Aide Certification

SUBJECT: Fingerprint Process

New Jersey law requires that every candidate for certification as a nurse aide must submit to a fingerprint process before the Department can grant certification (N.J.S.A. 26:2H-83, et seq.). You must provide fingerprint impressions that will be used to check the criminal history records of the New Jersey State Police and the Federal Bureau of Investigation (FBI) to determine if you have been convicted of a disqualifying offense. Also, we will be notified if you are convicted of an offense at a later date.

In order to have your fingerprints taken, you must make an appointment with the vendor designated by the New Jersey State Police to take fingerprint impressions. The vendor, MorphoTrust, will take information from you, including the codes on the reverse side of this letter. You will be scheduled to report to a local site and have your fingerprint impressions taken. On the day you report, you **MUST BRING A PHOTO ID ISSUED BY A GOVERNMENTAL AGENCY (see the list of approved identification documents on reverse side) AND THIS FORM.** Failure to follow this direction will result in your being turned away at the center, and will require you to make a second trip. To arrange to have your fingerprints taken, visit the website www.bioapplicant.com/nj at any time. If you do not have access to the Internet, call MorphoTrust toll-free at (877) 503-5981** during regular business hours. Please note that during certain times of the year waiting times for the call center can exceed 10 minutes. Either way you make your appointment, you must provide them with the information listed on the reverse side of this letter.

You are required to keep any appointment you make with the vendor. If you cannot keep your appointment, you must call the vendor by 5 PM the business day before your appointment to cancel and reschedule. Failure to keep your fingerprint appointment may result in your disqualification from certification as a nurse aide in New Jersey. The vendor reports all "no-show" applicants to the Department.

You are not required to pay for these services. The Department of Health will pay for your fingerprints and the scanning service. You do not have to give the vendor any money at the time you are fingerprinted. Once you are fingerprinted, the vendor will give you a special number, called a PCN. You should write this number down on this form and keep it for your records. This proves that you have had the fingerprints completed, and can help us track down information or to re-send your fingerprints in the future.

REMEMBER: You **MUST** still complete a notarized "Criminal Background Investigation Application" and mail it to the Department. Failure to complete the application can result in denial of certification or a delay in processing your results.

*Privacy Act Notice (PL 93-579) The submission of social security numbers are mandatory for nurse aides pursuant to 42 USC 666 and N.J.S.A. 2A:17-56.44(e), and are used to uniquely identify candidates for nurse aide certification and to comply with child support order enforcement pursuant to N.J.S.A. 2A:17-56.41, et seq.

** Hearing and sight impaired candidates may call the NJ Relay Service at 711 or (800) 852-7899.



By MorphoTrust USA

New Jersey Universal Fingerprint Form

www.bioapplicant.com/nj

(1) Originating Agency Number (ORI #) N J 9 2 0 5 8 0 Z		(2) Category H C K	(3) Statute Number N.J.S.A. 26:2H-83		
(4) Reason for Fingerprinting CERTIFIED NURSE AIDE/CARE GIVER			(5) Document Type R B 2	(6) Payment Information NJDOH PAYS COSTS	
(7) Contributor's Case # (Unique Identifier) C N A			(8) Miscellaneous		
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number ()		(13) Social Security Number *	(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) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both	(22) Hair Color	(23) Eye Color	(24) Race (Select One) <input type="checkbox"/> A Asian/ Pacific Islander (includes Asian Indian) <input type="checkbox"/> B Black <input type="checkbox"/> I American Indian / Alaska Native <input type="checkbox"/> W White (Includes Hispanic/ Spanish Origin) <input type="checkbox"/> U Unknown		
(25) Occupation / Position (with respect to Requirement)	(26) Employer / Organization Name (with respect to Requirement) Employer Address City State Zip				

Identification Requirement - Acceptable Identification must be presented at the time of printing. 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, 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 (\$10.70) 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 (\$10.70) 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