

Step by Step Procedure for Fingerprint/Criminal Background Checks Effective October 1, 2007

REVISED March 3, 2008

①

This is for all NEW parish/school/agency staff/volunteers who have not yet gone through the fingerprinting/criminal background check. This process must be used starting October 1, 2007 per the instructions of the New Jersey State Police.

1. **Get Form** – Employer gives Universal fingerprint Form to the applicant. (this is the form used for staff member or volunteer)
2. **Complete the Form:** - Applicant reviews and completes the form.
3. **Make Appointment For Fingerprinting:** two ways to do this:
 - A. **Internet:** www.bioapplicant.com/nj (the quickest way)
 - Or
 - B. **Phone:** (877) 503-5981 for English or Spanish
(This process takes several days to complete)
4. **Fees:** Employees -- \$60.25; Volunteers -- \$26.25. Must be paid by credit card, money order, or electronic payment. The parish or diocesan agency will reimburse the volunteer when he or she has been fingerprinted. Volunteers should also be given the opportunity to pay the fee and not have the parish/school/agency pay.
 - A. The preferred manner of payment is by credit card. The volunteer can charge this to his/her account and be fingerprinted once the appointment is made. This process is very quick.
 - B. If the staff member/volunteer does not wish to charge it, he or she must use the call center listed above and tell the person at the call center that the payment will be a money order. The money order is mailed to the New York address that will be given at the time of the phone call. After a few days, the person phones the call center to make an appointment. This process takes about two weeks.
5. **Process at Sagem Morpho:** After appointment is made, the person goes to one of the Sagem Morpho facilities to get fingerprinted. He/she must have the completed Universal fingerprint form, and a valid photo ID as described in Box 26 of the form. If the person does not have both documents, he or she will not be

fingerprinted and will be assessed a non-refundable \$14.00 fee. Likewise, if an appointment is missed, there will be a non-refundable \$14.00 fee. (2)

6. **Materials to be given to parish/school/agency:** After being fingerprinted, she/he will be given a receipt and the completed Universal Fingerprint Form. These two things should be brought back to the parish/school/agency.
7. **Materials sent to diocese:** The parish/school/agency makes a copy of both and sends them to the Office of Child and Youth Protection, Paterson Diocesan Center, 777 Valley Road, Clifton, NJ 07013.
8. **Notification:** Within 7-14 working days, the diocese will be notified that:
 - A. The volunteer/employee has cleared and there is no criminal record OR
 - B. The volunteer/employee has a conviction and is not eligible to have contact with minors as a staff member or volunteer OR
 - C. the fingerprints were rejected and the person will be contacted by Sagem Morpho to have fingerprints re-done. No contact with minors is permitted until results are received with valid fingerprints.
9. **Clearance:** If the volunteer/employee has cleared, the parish/school/agency will receive a clearance letter from the Office of Child and Youth Protection.
10. **Reviewing a Conviction:** If the volunteer/employee has a conviction, the Office of Child and Youth Protection will send a letter to the parish/school/agency indicating that the State Police have notified the diocese of a conviction. The person must then contact the State Police to obtain a copy of the criminal record. When received, that record should be sent to the Office of Child and Youth Protection. It will be reviewed by our General Counsel to be certain that the crime does not indicate any possibility of harm to minors.



Sagem Morpho Inc.
SOLUTIONS GROUP

WWW.BIOAPPLICANT.COM/NJ

3

(1) Originating Agency Number (ORI #) NJ920610Z		(2) Category YSB		(3) Statute Number 15A:3A-1	
(4) Reason for Fingerprinting YOUTH SERVING ORGANIZATION VOLUNTEER			(5) Document Type VB1	(6) Payment Information \$26.25	
(7) Contributor's (6 Character VRN#) PAT078			(8) Miscellaneous		
** Important: Please see Acceptable ID Requirements below**					
(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 Name (If married female)		(18) Place of Birth (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="radio"/> Male <input type="radio"/> Female <input type="radio"/> Both	(22) Hair Color (Indicate most predominant color, one only)	(23) Eye Color	(24) Race: (Select One) <input type="radio"/> A Asian/ Pacific Islander (Includes Asian Indian) <input type="radio"/> B Black <input type="radio"/> W White (Includes Hispanic/Spanish Origin) <input type="radio"/> U Unknown <input type="radio"/> I American Indian / Alaska Native		
(25) Occupation VOLUNTEER	(26) Employer (Name) Employer Address City				
				State	Zip

APPLICANT INFORMATION - READ THIS FORM CAREFULLY AND FOLLOW ALL INSTRUCTIONS TO COMPLETE THE FINGERPRINT PROCESS. You **MUST** present this completed form at your appointment to be **FINGERPRINTED**. NO EXCEPTIONS ALLOWED. Applicants without forms or with incomplete forms will not be printed.

ACCEPTABLE ID REQUIREMENTS - ID MUST include Photo, Name, Address (Home/ Employer) and 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 Photo Drivers License or Valid Photo ID issued by any State DMV or NJ MVC, 2) Passport. **Acceptable ID MUST meet all of the underlined requirements above and MUST be present on one (1) ID. Combinations of documents are NOT acceptable. If acceptable ID is not presented you will not be fingerprinted.**

For applicants who are required to pay for their own fingerprinting fees, payment is required at the time of scheduling. Payment may be made with a credit card or electronic debit from a checking account. Remember your account will automatically be debited. An \$11 fee is charged to cover the cost of a scheduled appointment for applicants who do not cancel/reschedule by noon on the business day prior to your scheduled appointment (Saturday noon for Monday appointments). All appointments can be canceled/rescheduled via the web without penalty if cancellation requirements are met. The \$11 fee will also apply for applicants who are turned away from the printing sites due to the inability to present proper ID, who fail to present this completed Universal Fingerprint Form provided to you by your requesting agency or employer, or who are turned away because information on this form does not match the information provided during the scheduling process. You will be refunded State and Federal search fees only.

Appointment scheduling is available via the web at www.bioapplicant.com/nj. 24 hours per day, 7 days per week. For applicants who do not have web access, appointments can be made by contacting us toll free at (877) 503-5981 on a first call, first served basis Monday through Friday, 8:00 AM to 5:00 PM EST and Saturday, 8:00 AM to 12 noon EST. English and Spanish speaking operators are available. Hearing impaired scheduling is available at (800) 673-0353. **ONLY** applicants who schedule through the call center can make payment by money order at the fingerprint site. No other form of payment is accepted at the fingerprint site.

Your APPLICANT ID, Site, Date, Time of your appointment, and payment authorization will be confirmed by the call center agent or web confirmation when scheduling is complete. You must record this information in the appropriate blocks below while speaking with the operator. If you appear for fingerprinting at a site where you are not scheduled or on a different date and time, you will be turned away and not fingerprinted. If applicable, you may incur the \$11 appointment fee.

Your PCN number will be recorded when your fingerprinting has been completed. You **MUST** retain a copy of the form and a copy of the receipt provided to you by the Fingerprint Technician for your records. **NO RECEIPTS WILL BE PROVIDED AFTER THE DATE OF PRINTING.**

Applicant ID No.	Scheduled Site/ Date/ Time	PYMT Authorization	PCN
Agency Information #1		Agency Information #2	

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM