

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. Executive State House – 225 West State Street, Trenton, NJ 08625
3. Legislative State House/Legislative Staff Building – 135 West State Street, Trenton, NJ 08625
4. State House Annex – 145 West State Street, Trenton, NJ 08625
5. State House Garage – 165 West State Street, Trenton, NJ 08625
6. Public Health, Environmental & Agriculture Laboratory (NJPHEAL) – 3 Schwarzkopf Dr. Ewing, NJ 08628

Applicants will go to www.NJSP.gov, click on **Services**, select **Criminal History Background Check** scroll down and select one of the following: **NJ Residents and/or Out of State Residents** once applicants click on the selected option, applicant will read all instructions before selecting **Personal Record Request Employment with service code 2F1BF3** applicant will click on **Service Code** to schedule appointment with IdentoGO. When scheduling appointment, the applicant will put the Contributor Case Number: EMPLOYER in box number 7 on the IdentoGO website.

Once an applicant has gone for their scheduled appointment with IdentoGO allow 24 to 72hrs for the background check to be processed.

The candidate will then enter their name, birth date and contact information. Once completed they click on the blue "NEXT" button. The next screen is asking about employer information. The employer information MUST be entered as follows: **(Please note if this step is not followed exactly as stated below the candidate will have to redo the entire process again).**

Employer Name: DPM&C
Country: United States
Address Line 1: 33 W. State Street, 9th floor
Address Line 2: PO Box 034
City: Trenton
State: New Jersey
Postal Code: 08625-0034

The next screen is titled "Agency Identifiers"

Under the contributor case number field, please enter EMPLOYER

Under the "Miscellaneous (if unknown, leave blank)" field, please enter the PO#, Contract#, or Project# which this candidate will be working on.

The candidate will continue filling out each of the next pages until the appointment is scheduled. The candidate must keep a copy of the completed IdentoGo form for submission later on.

On the date that the candidate is fingerprinted, he/she must obtain the PCN/TCN number from IdentoGo.

Immediately after the fingerprints are taken, you will email DPMC.BackgroundChecks@treas.nj.gov and copy SHbackgroundcheck@treas.nj.gov the following information for each candidate:

- 1. Completed IdentoGo form**
- 2. Applicant's first & last name**
- 3. Applicant's date of birth**
- 4. PCN/TCN#**
- 5. Applicants completed appointment date**

If you have any questions or concerns, please contact DPMC.BackgroundChecks@treas.nj.gov or SHbackgroundcheck@treas.nj.gov



Fingerprint Service Code Form

PERSONAL EMPLOYER REQUEST

Visit -www.njsp.org

Service Name: Insert Service Name Here

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

2F1BF3

When prompted, please enter the following:

Contributor Case Number: **EMPLOYER**

Miscellaneous Number: BOX 26 Employer's Mailing Address on
IdentoGO website

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

**Please bring one of the Identification documents from the list below to your enrollment appointment.
Identification must be valid, not expired, and contain a photograph of the applicant.**

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Juveniles

- Approved Document list as shown above; or
- Photo ID Waiver for Minors (Only needed in special circumstances)
 - Required Secondary document if Photo ID Waiver for Minors is selected (only needed in special circumstances)
 - Birth Certificate bearing an official seal or certified copy) issued by State, county, municipal authority (or outlying possession of the U.S.)
 - Social Security Card



Don't have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.

COVER SHEET

State House

DATE: _____

TO: SHbackgroundcheck@treas.nj.gov (ATTN: Joe Hillman)

- EMAIL THIS COVER SHEET ONLY TO SHbackgroundcheck@treas.nj.gov
- ATTN: Joe Hillman
- (NO COPY OF FORMS)

From:

Name

Company

SUBJECT: List of Employees Names for Capitol Complex

TERM CONTRACTNUMBER/PO#: _____

Employee List of Names Only

NAME OF EMPLOYEE - (LAST/FIRST)	FINGERPRINT DATE (MM/DD/YYYY)

Any question concerning this process shall be directed to Joe Hillman at (609)-777-4411 or
SHbackgroundcheck@treas.nj.gov