Instructions For Obtaining Your Criminal History Record

An individual may obtain a criminal history record check via electronic live scan at a site approved by the New Jersey State Police. The New Jersey State Police utilizes the services provided by IDEMIA, a private company under contract with the State of New Jersey. In order to be fingerprinted, you are required to contact IDEMIA to schedule a time and place to have your fingerprints captured at an IdentoGO site.

The quickest and easiest way to schedule your appointment is via the internet at https://uenroll.identogo.com/. Applicants who do not have internet access should call IDEMIA 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. You must bring proper identification with your current home address as outlined on IDEMIA’s website.

You must schedule your appointment using a unique Service Code which specifies the reason for fingerprinting, and IDEMIA has assigned a unique Service Code for expungements. Code 2F1BJG should be used. The use of this Service Code ensures that applicants are being printed for the correct purpose and are not accidently or incorrectly being processed for a service they don’t need.

The fee for this fingerprinting service is $42.80, which includes the $12 vendor fee and associated state sales tax. The following forms of payment are accepted: VISA, Master Card, American Express, Discover, prepaid debit cards, or electronic debit (ACH) from a checking account. Payment will be collected at the IDEMIA fingerprint site on the day of the scheduled appointment. Appointments must be canceled by 5:00 p.m. on the business day prior to your scheduled time (you must cancel by Saturday at noon for a Monday appointment).

Failure to provide complete and accurate information may result in having to be fingerprinted again and incurring additional costs. There are no refunds once a criminal history background check is completed. Questions or revisions to responses must be made within a ninety-day (90) period or the full process will have to be repeated. If you do not receive your response within ten (10) working days please contact the Criminal Information Unit at 609 882-2000 ext. 2918 or CIU@gw.njsp.org.

Any questions regarding the New Jersey Criminal History Record Check Process can be directed to the New Jersey State Police, Criminal Information Unit at 609 882-2000 ext. 2918 or CIU@gw.njsp.org or may be found on their website – http://www.njsp.org/criminal-history-records/