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### *New Jersey is an open records state.*

Some form of criminal history information is open to the public in “open records” states. In “closed records” states, access to criminal history information is not generally available to the public, but is available to authorized entities (e.g. law enforcement agencies).

## Contact Information

New Jersey State Police, Records & Identification Section

<http://www.njsp.org/>

Phone: (609) 882-2000, extension 2918

## State Checks

General Information on State Checks:

- While two options for types of state checks are listed below, name-based and fingerprint-based, only one type of state check is required. CNCS does not recommend one of these checks over the other. Either the name-based state check or the fingerprint-based state check is acceptable.
- Please note that to be in compliance with CNCS requirements, recipients may have to conduct checks in up to two states: the state of service/work check on individuals in covered positions, as well as a state of residence check (i.e. if the state of residence is different from the state of service/work at the time of application).

### Name-Based State Checks

**Available from:** New Jersey State Police, Records & Identification Section

**What is released:** A criminal hit will result in conviction information and pending data only.

**Available to:** Authorized entities include a person or non-governmental entity of any state that seeks to directly engage the services of the subject of the record, for the purpose of determining the subject’s qualifications for employment, volunteer work, or other performance of service.

N.J.A.C. 13:59-1 et seq. provides criminal history checks for noncriminal justice volunteers to the following:

- Any person who volunteers with a qualified entity, as that term is defined by the National Child Protection Act of 1993, 42 U.S.C. § 5119, 5119c;

- Any person who volunteers his or her services to an entity that has been qualified by the Internal Revenue Service as exempt from Federal Income tax pursuant to 26 U.S.C. § 501(c)(3); or
- Any volunteer of a nonprofit youth serving organization.

**Cost:** \$12.00 for volunteers; \$20.00 for non-volunteers

**How long does it take to obtain results?** Generally 10 working days from receipt of check request

**Additional notes:** Name-based checks for both volunteers and employees require the submission of an SBI 212B form. An online version of the form can be found here: <https://www.njportal.com/njsp/212b/>

Nonprofit, youth-serving organizations must register with the Volunteer Review Operations (VRO) in order to request federal checks. (Please see this website, under Section “Volunteer Review Operations – State and Federal Background Check,” for information on registration requirements: <http://www.njsp.org/criminal-history-records/index.shtml#background>). The VRO processes applicant fingerprint cards, reviews records, and responds to the requestor organization with a letter of check results. The requestor does not receive a copy of the applicant’s record, but rather a recommendation of approved or denied. Cost (specific to the VRO process): \$21.45 for volunteers and \$52.70 for employees

## Fingerprint-Based State Checks

**Available from:** New Jersey State Police, Records & Identification Section

**Available to:** Authorized entities include a person or non-governmental entity of any state that seeks to directly engage the services of the subject of the record, for the purpose of determining the subject’s qualifications for employment, volunteer work, or other performance of service.

N.J.A.C. 13:59-1 et seq. provides criminal history checks for noncriminal justice volunteers to the following:

- Any person who volunteers with a qualified entity, as that term is defined by the National Child Protection Act of 1993, 42 U.S.C. § § 5119, 5119c;
- Any person who volunteers his or her services to an entity that has been qualified by the Internal Revenue Service as exempt from Federal Income tax pursuant to 26 U.S.C. § 501(c)(3); or
- Any volunteer of a nonprofit youth serving organization

**What is released:** A criminal result includes conviction information and pending data only.

**Cost:** \$28.70 for volunteers; \$40.70 for non-volunteers

**How long does it take to obtain results?** Generally 10 working days from receipt of check request

**Available to:** Authorized entities include a person or non-governmental entity of any state that seeks to directly engage the services of the subject of the record, for the purpose of determining the subject’s qualifications for employment, volunteer work, or other performance of service.

N.J.A.C. 13:59-1 et seq. provides criminal history checks for noncriminal justice volunteers to the following:

- Any person who volunteers with a qualified entity, as that term is defined by the National Child Protection Act of 1993, 42 U.S.C. § § 5119, 5119c;
- Any person who volunteers his or her services to an entity that has been qualified by the Internal Revenue Service as exempt from Federal Income tax pursuant to 26 U.S.C. § 501(c)(3); or
- Any volunteer of a nonprofit youth serving organization

**Additional notes:** New Jersey created the Volunteer Care Provider (VCP) Program utilizing the National Child Protection Act.

Nonprofit, youth-serving organizations must register with the Volunteer Review Operations (VRO) in order to request federal checks. (Please see this website, under Section “Volunteer Review Operations – State and Federal Background Check,” for information on registration requirements: <http://www.njsp.org/criminal-history-records/index.shtml#background>). The VRO processes applicant fingerprint cards, reviews records, and responds to the requestor organization with a letter of check results. The requestor does not receive a copy of the applicant’s record, but rather a recommendation of approved or denied. Cost (specific to the VRO process): \$21.45 for volunteers and \$52.70 for employees

## Approved Alternative Repositories

*State repositories are institutions that house and maintain the arrest and disposition (or outcome) information for cases handled in that state. Each state has a central repository, and CNCS has designated one in each state that grantees must use. In some cases, generally when a different institution is able to provide information that is equivalent to what is provided by the state repository, CNCS may designate them as an Approved Alternative Repository.*

None at this time.

## FBI Checks

**FBI Check Guidance:** <http://www.nationalservice.gov/FBIGuidance>

**State Repository Provides FBI Checks:** Yes

**IdentoGO:** IdentoGO is the livescan fingerprint provider for the state of New Jersey and is a certified FBI Channeling Agent. Visit their website for more information: <https://www.identogo.com/locations/new-jersey>.

Organizations registered with the Volunteer Review Operation (VRO) can request FBI checks through the New Jersey State Police and the VRO process. (See “Additional Notes” section below for more information; only certain kinds of organizations qualify.)

**CNCS FBI Channeler:** Organizations that cannot successfully use the state repository for FBI checks may use CNCS’s FBI-approved Channeler, Fieldprint, for FBI checks.

**Cost:** The cost for one FBI check through Fieldprint is \$27.50.

**How long does it take to receive results?** The majority of checks conducted electronically take no more than two business days from the date the fingerprints are captured. If an applicant does not live near a Fieldprint livescan location and fingerprints must be taken manually and mailed, it will take longer to receive the results. See the Fieldprint Guide and FAQ (linked below) for more information.

### More information:

- Fieldprint Guide and FAQs: <https://www.nationalservice.gov/FBIGuidance> (see document, “Using Fieldprint as an FBI Channeler – A Guide for CNCS Recipients”)
- Fieldprint website: <http://www.fieldprintcncs.com/>

## NSOPW (National Sex Offender Public Website) Check

[nsopw.gov](http://nsopw.gov)

A required component of the NSCHC is a nationwide check of NSOPW.gov before an individual begins work or service in a covered position. Please note that a compliant nationwide NSOPW check must include reports from all states, territories, and tribes. If any state, territory, or tribe is unavailable at the time the NSOPW check is conducted, you must either run a nationwide NSOPW check again through NSOPW.gov and ensure that all entities are reporting, or run a separate check for each entity that is not reporting through the state sex offender registry website.

*Please note that a check of a single state's sex offender registry alone is not sufficient to meet the requirements of the nationwide NSOPW check requirement. The information provided in the State Sex Offender Registry Information section is for reference purposes only in the event that a single state sex offender registry check is necessary to supplement an incomplete nationwide NSOPW check.*

## State Sex Offender Registry Information

New Jersey Sex Offender Registry: <http://www.njsp.org/sex-offender-registry/>

## Individuals Requesting Criminal History Records (versus Organizations)

1. Fill out request form.
2. Set up fingerprint appointment. Visit <https://www.identogo.com/locations/new-jersey> or call the Morphotrust (IdentoGo) team at 1-877-503-5981 to set up an appointment for getting fingerprinted. Applicants must bring the completed request form and an acceptable form of ID to the fingerprint appointment. ID must include Photo, Name, Address (Home/ Employer) and Date of Birth. Examples of acceptable ID are a valid driver's license or valid photo ID issued by any State DMV or NJ MVC, or a passport.
3. The cost per request for is \$41, payable by debit, credit, or money order
4. Results will be received in 3-4 business days.
5. Bring sealed results to program to ensure chain of custody.