



STATE OF NEW JERSEY

**OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF ALCOHOLIC BEVERAGE CONTROL**

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TO: APPLICANTS FOR NEW JERSEY ALCOHOLIC BEVERAGE LICENSES

New Jersey law requires that every applicant for a New Jersey alcoholic beverage license must submit to a fingerprint procedure as part of the application process in order to determine if you meet the qualifications set forth in the statute (N.J.S.A. 33:1-25). All candidates for alcoholic beverage licenses must comply with the Division’s procedure in obtaining fingerprint impressions. **(EXCEPTIONS WILL ONLY BE MADE FOR GOOD CAUSE.)**

In order to have your fingerprints taken, you must visit <https://uenroll.identogo.com>, the website of Identogo, the vendor designated by the New Jersey State Police to take fingerprint impressions. Identogo will request certain information from you, including the codes on the reverse side of this letter. An appointment will be scheduled for you 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 AND THIS FORM** (see reverse side for details). Failure to follow this direction will result in your being turned away at the center and will require you to make a second trip. You can also call Identogo toll-free at (877) 503-5981 Monday through Saturday, 8am to 5pm. Please keep this letter handy as you will need to provide Identogo with the information listed on the reverse side of this letter.

The fee for the fingerprinting is \$67.38 (fee includes tax). Applicants submitting fingerprints at a location outside of the State of New Jersey may incur additional fees. Payment should be made at the time of enrollment.

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. Make sure that the vendor records the PCN number on the back of this form.

REMEMBER: You must complete and forward all the necessary information required by the Division as part of the application process before the Director will render any determination on your application. The fingerprinting process is a part of the overall investigation to determine whether or not the Division of Alcoholic Beverage Control will grant your application.

Applicant Notification and Record Challenge: Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 23, CFR, 16.34.

Please be aware due to fee and form changes you should always contact the Division to request the most current form to prevent being turned away by the vendor.

Rev. June 2021

OVER





Fingerprint Service Code Form

Service Name: LIQUOR INDUSTRY EMPLOYMENT-ABK

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

2F17YG

When prompted, please enter the following Contributor Case Number: _____ SOLIT

*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**.

(1) Originating Agency Number (ORI #) NJ920620Z		(2) Category ABK		(3) Statute Number NJSA 33:1-26	
(4) Reason for Fingerprinting LIQUOR INDUSTRY EMPLOYMENT			(5) Document Type RB1		(6) Payment Information \$67.38
(7) Contributor's Case # (Unique Identifier) SOLIT				(8) Miscellaneous	
(9) First Name		(10) MI		(11) Last Name	
(12) Daytime Phone Number () -		(13) Social Security Number (Optional)		(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) [] Female [] Male [] Both		(22) Hair Color		(23) Eye Color	
(24) Race (Select One) [A] Asian/ Pacific Islander (includes Asian Indian) [B] Black [I] American Indian / Alaska Native [W] White (Includes Hispanic/ Spanish Origin) [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 <u>time of printing</u> . 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/Issuing agency) 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 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 10/31/2011).					

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_051719_V1, 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, American Express, Discover and 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 \$12.00 plus tax (\$12.80) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. Idemia Identity & Security 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_051719_V1, 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 \$12.00 plus tax (\$12.80) appointment fee. Idemia Identity & Security 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. Idemia Identity & Security 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