FINGERPRINTING INSTRUCTIONS:

Fill out the portions of the form that apply to you.

Before proceeding, you have to go to the Fort Lee Police Department Records Room and obtain a case number - they would write this case number directly on the form [Section 7 - "Contributor's Case # (Unique Identifier)"].

Only then can you sign up for a fingerprinting appointment online using the following link (<u>https://uenroll.identogo.com/</u>). Under "Enter your Service Code to get started, please enter 2F1HSX and click "Go."

From there, proceed to "Schedule or Manage Appointment" and complete the required areas. On the next page, enter the ORI / Originating Agency Number found on your form in Section 1: NJ0021900, which should appear as Fort Lee Police Department in the system. On the next page, enter the Contributor Case Number from your form that you obtained from Fort Lee PD Records in Section 7. Continue to fill out the remainder of the online application regarding your personal information.

Look at the different location options and choose the one closest to you. Schedule your appointment day / time. Once you go to your appointment and the fingerprinting is completed, they will give you a receipt that you bring back to Fort Lee PD Records so they can track the results, and remember to fill out the bottom of the form using the information on the receipt.

You should also make a copy of the form and receipt for yourself in case they take the original. Fort Lee PD will then notify us of your results, and we can move forward.