



MAPLE SHADE POLICE DEPARTMENT
TOWNSHIP OF MAPLE SHADE
IN THE COUNTY OF BURLINGTON



GARY C. GUBBEI
CHIEF OF POLICE

Citizen Fingerprint Information Provided by the New Jersey State Police

The New Jersey State Police, State Bureau of Identification has determined that as of March 15, 2008, the following below categories of noncriminal fingerprinting will be conducted by the state contracted vendor, MorphoTrak.

The Maple Shade Police Department WILL NO LONGER provide fingerprint services for these categories.

With that said, all Volunteer Review Operations, Volunteer Care Providers, Personal Record Requests and Employment Checks requiring fingerprints will be conducted using the state contracted vendor, MorphoTrak..

Residents can go to the New Jersey State Police website www.njsp.org for additional assistance. Once on the website, click on the services window and a drop down menu will appear. Click Criminal Background Check for additional information and downloadable forms for the checks listed below will appear:

Form A

Good Conduct
Immigration
Personal Record
Visa
Expungement

Form B

International Adoption Requiring Notarization
Foreign Business Requiring Notarization

Form C

Employment (response returned to applicant)

Form D

Employment (response returned to employer)



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To be fingerprinted for one of the purposes listed above, contact MorphoTrak to schedule an appointment. The most convenient way to schedule an appointment is via the internet at www.bioapplicant.com/nj. Internet scheduling is available 24 hours a day, 7 days per week. Applicants who do not have internet access may call the company's toll free number at (877) 503-5981 (Monday-Friday 8am to 5pm and Saturday 8am to 12pm). MorphoTrak provides a toll free TTY telephone number, (800) 673-0353, for hearing impaired applicants with a modem equipped telephone. Spanish speaking operators are available upon request. Applicants must download and complete the appropriate universal form prior to contacting MorphoTrak for a fingerprint appointment. The completed universal form must be brought to the applicant's scheduled fingerprint appointment. The applicant must bring the proper identification as outlined on the universal form.

Any questions regarding the use of these forms can be directed to the Criminal Information Unit at (609) 882-2000 ext. 2918. Additional information on criminal history background checks may be found on the New Jersey State Police website at www.njsp.org.

NOTE: New Jersey Law Enforcement Agencies shall continue to fingerprint individuals for federal purposes (i.e. private employment under the auspices of a federal agency, for example a background check with the Securities and Exchange Commission for a banking position; or direct employment with a federal agency) as well as any out of state background checks. Individuals MUST be a resident of Maple Shade with proof of residency in order for fingerprinting to be done by this agency. Lastly, MorphoTrak will only fingerprint individuals for background checks that are being processed by the New Jersey State Police, State Bureau of Identification without exception.