

Hazlet Top

**NEW JERSEY STATE POLICE, IDENTIFICATION & INFORMATION
TECHNOLOGY SECTION
STATE BUREAU OF IDENTIFICATION, CRIMINAL INFORMATION UNIT**

SUBMISSION PACKET FOR THE VOLUNTEER REVIEW OPERATION (VRO)

The State Bureau of Identification (SBI), Volunteer Review Operation (VRO), requires that the following instructions be adhered to for the successful processing of your organization's criminal history record requests. Incorrect or incomplete submissions will be rejected by the VRO. This rejection will result in delays in obtaining your organization's criminal history record information results. The following is included with this **Submission Packet**:

- Sagem Morpho Form No. NJAPS2
- Copy of Public Law 1999, Chapter 432
- Your organization's unique Volunteer Registration Number
- Criminal History Record Information Release Form

The **VOLUNTEER REGISTRATION NUMBER (VRN)**:

NO9002

The Volunteer Registration Number or VRN is a unique tracking identifier assigned to your organization. This six (6) digit identifier is assigned by the State Police VRO (as above). Block number 7 (VRN#) on Sagem Morpho Form NJAPS2 must be 6 characters and does not support the alpha letter O, only the numeric number zero (0).

VOLUNTEER FINGERPRINTING:

The organization will give a copy of the universal form to each volunteer, and request that they follow the instructions on Sagem Morpho form No. NJAPS2 in order to set up an appointment to be fingerprinted. **Variations of this form will not be accepted.**

ASSOCIATED FEES:

Applicants must pay their own fingerprinting fees. Payment by credit card will be required at the time of scheduling for background check. The applicants account will be charged at the time they schedule. Payment by money order at the site will be accepted for applicants scheduling via the call center only. Money order must be indicated at the time of scheduling. **No other form of payment will be accepted at the fingerprint site.** A fee of \$11.00 is charged to cover the cost of a scheduled appointment for applicants who do not cancel by noon on the business day prior to your scheduled appointment (Saturday noon for Monday appointments). The \$11.00 fee also applies to applicants who are turned away from the printing sites due to their inability to present proper ID as defined in the **Acceptable ID Requirements** block on Sagem Form No. NJAPS2., or who fail to present form No. NJAPS2. State and Federal search fees will be refunded.