



# PINE HILL POLICE DEPARTMENT



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Kenneth J. Cheeseman  
Chief of Police

Many residents have the need to be fingerprinted for various reasons including; employment, immigration, visas, adoptions, expungements, firearms, and personal record purposes. The following information is provided to assist you in obtaining your fingerprints.

**The Pine Hill Police Department will fingerprint Pine Hill Residents for the following reasons:**

- Employment, School, or adoption requirements OUTSIDE the State of New Jersey
- Federal purposes
- Volunteer Firefighters and EMTs

**Residents who need to be fingerprinted for any other reason are to follow the below instructions:**

Fingerprint processing for personal record requests and employment purposes are now being conducted by the state contract vendor, MorphoTrak. Forms and instructions are available at the New Jersey State Police website [http://njssp.org/about/serv\\_chrc.html](http://njssp.org/about/serv_chrc.html). Prior to accessing the web site, please read the function of each form below. Once you have identified the proper form to use, please print the form from the web site and follow the directions on the form;

- FORM A - Good Conduct, Immigration, Naturalization, Personal Record, Visa, Epungement
- FORM B - International adoption requiring notarization, Foreign business requiring notarization
- FORM C - Employment Check ( response returned to applicant )
- FORM D - Employment Check ( response returned to employer )

If you are unable to access the website for any reason, the Pine Hill Police Department will provide the forms to you at no charge.

In order to be fingerprinted for one of the listed purposes, you are required to contact MorphoTrak to schedule a time and place to have them recorded. There are several ways to schedule your appointment;

- Visit their website at <http://www.bioapplicant.com/nj>
- Call MorphoTrak's toll-free telephone number 1-877-503-5981
  - Monday through Friday 8:00a.m. to 5:00p.m.
  - Saturday 8:00a.m. to 12:00 noon
- MorphoTrak's toll-free TTY telephone number 1-800-673-0353
  - Hearing impaired with modem equipped telephone
  - Spanish speaking operators are available upon request

The closest office is located in Cherry Hill at the Heritage Executive Complex, 1873 Route 70 East, Suite 126.

**What to bring to your appointment:**

- Your *completed Universal Fingerprint Form* (#NJAPS2 Version 3.0). This should have been provided by the state agency or employer requesting you to be fingerprinted.
- *Acceptable ID*. Identification must include photo, name, address (home/employer) and date of birth. Acceptable ID must be issued by federal, state, county or municipal entity for identification purposes. The identification presented can not be expired, it must be valid. The ID MUST meet all of the above requirements and MUST be present on one ID. Combinations of documents are NOT acceptable.

Examples of acceptable ID are:

- Valid photo driver's license or photo ID issued by a state Department of Motor Vehicles or the New Jersey Motor Vehicle Commission for identification purposes.
- Valid Passport
- If you scheduled your appointment over the phone, and agreed to pay by money order, you will need to bring your *money order* for the correct amount, made payable to MorphoTrak. No other form of payment is accepted at the fingerprint site.
- You will be turned away from the fingerprint site without being fingerprinted if you can not present proper ID and a completed Universal Fingerprint Form (#NJAPS2 Version 3.0), if you present incorrect payment amount/method, or if the information on your form does not match the information you provided when your appointment was scheduled. If you are turned away from the printing site, you will incur an additional fee to reschedule your appointment. A refund will be issued for the state and federal search fees only