

Part A: Noncriminal Justice Fingerprint Based Criminal History Background Check For Local Ordinance

Step 1- Visit the Municipal Clerk at Hazlet Town Hall to fill out an application.

Step 2- If applicant has been fingerprinted for local ordinance (e.g. -Taxi License, Raffle License) previously then they can skip to Part B below

Step 3- If applicant has not been fingerprinted previously for a local ordinance check then visit Hazlet Township Police Department and request a case number for Local Ordinance Background Check Fingerprinting

Step 4- Visit www.identogo.com and select "Get Fingerprinted" then select state "New Jersey"

Step 5- Click on link "uenroll.identogo.com"

Step 6- Enter Service Code 2F17ZY which is specific for Local Ordinance

Step 7- Select "Schedule Appointment" and enter your personal information

Step 8- Enter Originating Agency Number ORI which is NJ0133900 for Hazlet Township Police

Step 9- Type the case number provided to you when you visited Hazlet Police Department

Step 10- Continue to enter personal information, select Enrollment Center and make appointment

Step 11- Go to appointment and get fingerprinted

Step 12- The results of your background check will be sent to the Hazlet Police Department within a few days. They will contact the municipal clerk as soon as possible with the results. The clerk will contact you and advise as to whether your license will be approved or denied

Part B: Request for a Criminal History Record Information for a Noncriminal Justice Purpose

Step 1- Visit the Municipal Clerk at Hazlet Town Hall to fill out an application.

Step 2- Part B is only to be done if you have been fingerprinted previously for a local ordinance (e.g. -Taxi License, Raffle License)

Step 3- Visit www.njportal.com/NJSP/CriminalRecords/ and select link for "Online Form 212A"

Step 4- Enter Originating Agency Number ORI which is NJ0133900 for Hazlet Township Police

Step 5- Enter personal information and include State Bureau of Identification SBI number if you know it

Step 6- For Reason for filing request select "Local Ordinance" and add description such as "Raffle License or Taxi License"

Step 7- Go to Checkout and pay \$20.00 which will go to the State of New Jersey

Step 8- The results of your background check will be sent to the Hazlet Police Department within a few days. They will contact the municipal clerk as soon as possible with the results. The clerk will contact you and advise as to whether your license will be approved or denied

