

**NEW JERSEY MOTOR VEHICLE COMMISSION
DEALER ONLINE SERVICE PROGRAM**

INSTRUCTIONS FOR COMPLETING THE MORPHOTRAK FINGERPRINT FORM
NO.NJAPS2, VERSION 4.0

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. YOU MUST PRESENT THE COMPLETED FORM AND AN ACCEPTABLE FORM OF ID AT YOUR APPOINTMENT TO BE FINGERPRINTED. ACCEPTABLE FORMS OF ID INCLUDE A VALID NEW JERSEY PHOTO DRIVERS LICENSE OR A PASSPORT.

An applicant can obtain the required Fingerprint Form - *NJAPS2 Version 4.0* - from their Employer's Online Service Provider - TriVIN/GSS or CVR. Portions of this form (items 1–6 and item 8) are pre-filled with information specific to the New Jersey Motor Vehicle Commission. Beginning with item 7 each applicant can complete all required information as described below.

7. Contributors Case # - Please print your last name on the line following 'DOSP'. If your last name is more than 11 characters, then just include the first 11 characters.

9, 10 & 11. Use capital (uppercase) letters to print your first name, middle initial and last name.

12. Print your daytime area code and Telephone Number.

13. Print your Social Security Number.

14, 15 & 16. Print your Date of Birth, Height and Weight.

17. Females applicants: If married, please print your Maiden Name.

18. Print your Place of Birth.

19. Print your Country of Citizenship.

20. Print your complete Home Address.

21. Gender: Circle the appropriate gender listing.

22. Hair color: Only list the most predominate hair color.

23. Print your Eye color.

24. Race: only select one category.

25. Print your Occupation.

26. Print Employer's Name and Address. This is mandatory.

AFTER COMPLETING THE FORM:

Appointment Scheduling: Each applicant can access the MorphoTrak website (www.bioapplicant/NJ) or contact its Call Center at (877) 503-5981 to schedule an appointment. Payment is collected at this time.

An Applicant ID number and a PCN number will be assigned to you. Please record this information in the appropriate boxes on the bottom of your form.

Report for fingerprinting at the scheduled site and time.

The Universal Form MUST BE PRESENTED AT THIS TIME. Applicants who do not have the correct Universal Form with them will not be processed and may incur an additional fee. Applicants with non-compliant identification are not processed.

Fingerprints are captured electronically. The PCN is recorded on the Universal Fingerprint Form & each applicant is given a receipt. Each Fingerprint record is transmitted to the New Jersey State Police for required State and Federal searches.

Fingerprint search results are returned to the New Jersey Motor Vehicle Commission. All records are reviewed but are not shared or released.

In order to avoid delays and approvals which will permit you to continue to have access to Motor Vehicle Commission records, please fax or mail your completed application form and your receipt to the Motor Vehicle Commission within three days of your MorphoTrak appointment.

Fax number: (609) 341-2732

Mailing address:

**New Jersey Motor Vehicle Commission
Project Manager, DOSP
Business and Government Services
PO Box 122
225 East State Street
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