

INITIAL APPLICANTS (Qualifiers and Corporate Officers ONLY)

****Important: Many states now offer live scan for out of state applicants, but pre-registration MUST be done by using our NJSP.ORG website.***

Visit the NJSP.ORG website (MUST use desktop or laptop)

- Click: Services
- Click: Private Detective Information
- Scroll down to: Fingerprint Section
- Click: **PRIVATE DETECTIVE LICENSING-PDK-State&Fed**
- Click: schedule or manage appointment and follow instructions
- When asked for Contributor's case#, please call our office or email us @ pdu@njsp.gov with your full name, SS#, best phone # to reach you & state you are applying from

****IMPORTANT: If you do NOT have the option for live scan, follow steps below:***

Visit the NJSP.ORG website (MUST use desktop or laptop)

- Click: Services
 - Click: Private Detective Information
 - Scroll down to: Fingerprint Section
 - Click: **PRIVATE DETECTIVE LICENSING-PDK-State&Fed**
 - Click: Submit a Fingerprint Cards by Mail & follow instructions
 - When asked for Contributor's case# same protocol as above
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- OBTAIN FINGERPRINTS ON FBI (FD-258) FINGERPRINT CARD AND COMPLETE PERSONAL INFORMATION FIELDS ON FINGERPRINT CARD.
 - PRINT AND SIGN THE COMPLETED PRE-ENROLLMENT CONFIRMATION PAGE, WHICH INCLUDES THE BARCODE PRINTED ON THE TOP RIGHT OF THE PAGE.
 - MAIL THE SIGNED PRE-ENROLLMENT CONFIRMATION PAGE AND THE TWO (2) COMPLETED FINGERPRINT CARDS TO THE ADDRESS BELOW THE SIGNATURE OF THE APPLICANT.
 - WITH THE NEW PRE-ENROLLMENT REQUIREMENT, IDENTOGO WILL NOT BE RESPONSIBLE FOR ANY DATA ERRORS BY THE APPLICANT. ANY SUCH ERRORS THAT REQUIRE A NEW FINGERPRINT SUBMISSION TO NJSP WILL REQUIRE AN ADDITIONAL PAID PRE-ENROLLMENT AND FINGERPRINT CARD SUBMISSION.
 - **COPY OF THE PRE-ENROLLMENT CONFIRMATION PAGE MUST BE SUBMITTED WITH YOUR APPLICATION**

RENEWAL APPLICANTS (Qualifiers and Corporate Officers ONLY)

****Important: Many states now offer live scan for out of state applicants, but pre-registration MUST be done by using our NJSP.ORG website.***

Visit the NJSP.ORG website (MUST use desktop or laptop)

- Click: Services
- Click: Private Detective Information
- Scroll down to: Fingerprint Section
- Click: **PRIVATE DETECTIVE LICENSE RENEWAL -PDK-Fed only**
- Click: schedule or manage appointment & follow instructions
- When asked for Contributor's case#, please use your four (4) digit license #

****IMPORTANT: If you do NOT have the option for live scan, follow steps below:***

Visit the NJSP.ORG website (MUST use desktop or laptop)

- Click: Services
- Click: Private Detective Information
- Scroll down to: Fingerprint Section
- Click: **PRIVATE DETECTIVE LICENSE RENEWAL-PDK-Fed Only**
- Click: Submit a Fingerprint Cards by Mail & follow instructions
- When asked for Contributor's case#, please use your four (4) digit license #

- OBTAIN FINGERPRINTS ON FBI (FD-258) FINGERPRINT CARD AND COMPLETE PERSONAL INFORMATION FIELDS ON FINGERPRINT CARD.
- PRINT AND SIGN THE COMPLETED PRE-ENROLLMENT CONFIRMATION PAGE, WHICH INCLUDES THE BARCODE PRINTED ON THE TOP RIGHT OF THE PAGE.
- MAIL THE SIGNED PRE-ENROLLMENT CONFIRMATION PAGE AND THE TWO (2) COMPLETED FINGERPRINT CARDS TO THE ADDRESS BELOW THE SIGNATURE OF THE APPLICANT.
- WITH THE NEW PRE-ENROLLMENT REQUIREMENT, IDENTOGO WILL NOT BE RESPONSIBLE FOR ANY DATA ERRORS BY THE APPLICANT. ANY SUCH ERRORS THAT REQUIRE A NEW FINGERPRINT SUBMISSION TO NJSP WILL REQUIRE AN ADDITIONAL PAID PRE-ENROLLMENT AND FINGERPRINT CARD SUBMISSION.
- **COPY OF THE PRE-ENROLLMENT CONFIRMATION PAGE MUST BE SUBMITTED WITH YOUR RENEWAL PACKET**

If Adding a New Employee - please follow the instructions located on the NJSP.ORG website

****IMPORTANT: Agency is required to send in employee registrations within 48 hours of fingerprinting/hiring.***

Visit the NJSP.ORG website (MUST use desktop or laptop)

- Click: Services
- Click: Private Detective Information
- Scroll down to Employee's Statement
- Click: Employee Registration Instructions

****IMPORTANT: ALL Employees/Investigators MUST be fingerprinted under your four (4) digit Agency License Number.***

Visit the NJSP.ORG website (MUST use desktop or laptop)

- Click: Services
- Click: Private Detective Information
- Scroll down to: Fingerprint Section
- Click: **PRIVATE DETECTIVE AGENCY EMPLOYEE-PDK-State&Fed**
- Click: schedule or manage appointment & follow instructions
- When asked for Contributor's case#, please use your four (4) digit license #