



## New Jersey Non-Resident Cardscan

### Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of New Jersey. In order to complete the process, applicants must complete the following steps.

1. Obtain fingerprints on NJSP (SBI-19) fingerprint card and complete personal information fields on fingerprint card.
2. Pre-enroll for cardscan submission at [UEnroll.identogo.com](http://UEnroll.identogo.com). All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
3. 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 completed fingerprint card to the mailing address provided by your agency or during the pre-enrollment process. For further instructions, each applicant should contact their employer or agency contacts for those details.

**Requirement Reminder: *Out-of-state applicants who reside, attend school, or work within a ten (10) mile radius or less of the State of New Jersey borders must be printed at a NJ fingerprint location. NJ's master zip code list will determine the 10 mile or less radius.***

Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process.

## Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards

1. Visit <http://uenroll.identogo.com> and enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the **GO** button.

The screenshot shows the IdentoGO website interface. At the top left is the IdentoGO logo, and at the top right is a language dropdown menu set to "English". The main heading reads "Enter your Service Code to get started." Below this is a text input field labeled "Enter Code" with a blue "GO" button to its right. A red box highlights the input field and button. Below the input field, there is a link: "Don't know your Service Code? Contact your agency or [click here.](#)". At the bottom of the main content area, there is a blue banner with two service options: "Check the Status of your Service" (with a checkmark icon) and "Manage an existing Appointment" (with a calendar icon). Below this banner, there is a section titled "We provide the following additional services:" with three icons and descriptions: "State History Check" (with a magnifying glass over a state map icon), "Fingerprint Cards" (with a fingerprint card icon), and "Photo Services" (with a camera icon).

If you have **not yet** been provided a Service Code by the requesting agency, follow the link labeled "Don't know your Service Code? [Click Here](#)" to select from a list of agency names or use the agency ORI or contact your agency for assistance.

This is a close-up screenshot of the service code entry form. It features the heading "Enter your Service Code to get started." followed by a text input field labeled "Enter Code" and a blue "GO" button. A red box highlights the text "Don't know your Service Code? Contact your agency or [click here.](#)" located below the input field.

Please note: Not all agency ORI's may be available with this look up tool.

**Please check with your agency, contributor, employer, or licensing administrator for specific information about Service Codes.**

2. The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

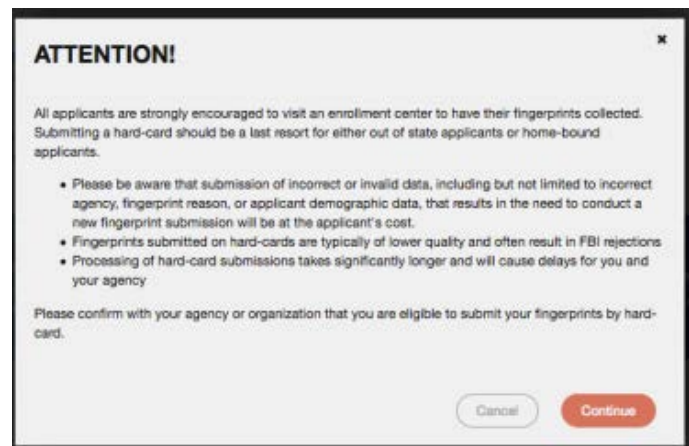
**Schedule or Manage Appointment**  
Schedule an in-person appointment or change an existing appointment.

**What do I need to bring to enrollment?**  
Find out which documents you need to bring to the enrollment center to facilitate processing.

**Locate an Enrollment Center**  
Locate and get directions to an enrollment center near you.

**Submit A Fingerprint Card by Mail**  
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click 'Continue' to proceed to the next page.




3. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.
4. Pay for your service using an Authorization Code or Credit Card. If the Service is Auto-Billed to your Agency, payment will not be required.

Apply Authorization Code

Authorization Code

Pay With Credit Card

We Accept:




\* Name on Card  \* Credit Card Number

\* Month  \* Year  \* CSC/CVV

- Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 and submit this page along with your fingerprint card for processing. An example of the final screen is shown below.

1 (of 4) - REVIEW INFORMATION :

Date:	04/10/2018	
UE ID:	Unique Applicant UE ID	
Applicant:	Applicant Name	
Service:	Service Code and Sample Agency	
Total Due:	\$0.00	
Payments:		
Card (1111)	Total Charged to Credit Card	
Auth Number:	Credit Card Authorization Number	
Amount Paid as of x/xx/xx	Amount Paid	

UZVV-12VNX9

2 (of 4) - SIGN AUTHORIZATION:

Sample Text

Waiver Image

Only

**Important - Read Carefully**

I hereby request a final review of my fingerprints to find any police record on the federal issued individual January State Public and/or the Automated Fingerprint Identification System and that on any submitting the federal issued agency individual to incorrect information may result in my fingerprints being used for any purpose other than that intended by me. I understand that any information I provide is confidential and will be used only for the purpose for which it is provided.

I affirm I have read the following:

**Privacy Act Statement**

The FBI's acquisition, processing, storage, dissemination, retention, and disposal of information, and its use, are governed by the Privacy Act of 1974 (5 U.S.C. 552a). The FBI is committed to protecting the privacy of its employees, contractors, and other individuals who provide information to the FBI. The FBI will not disclose your information to any other agency, organization, or individual without your written consent, unless otherwise authorized by law. The FBI will not disclose your information to any other agency, organization, or individual without your written consent, unless otherwise authorized by law.

Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is collected, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**Principal Purpose**

Certain administrative, such as employment, training, and security operations, may be predicated on fingerprint-based background checks. Your fingerprints and associated information (biometrics) may be provided to the employer, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems and alerting responsible or other agencies of the employment, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information, biometrics in NGI after the completion of the application and, where retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Future Uses**

During the process of this application, as long as you are in the United States, your fingerprints and associated information may be retained in NGI. Your information may be disclosed pursuant to your consent, and may be published at any time in the Federal Register, including the Federal Register for the purpose of providing information to other agencies responsible for such purposes as the identification of individuals, and the identification of individuals. Your fingerprints and associated information may be used for other purposes, including the identification of individuals, and the identification of individuals.

**Additional Information**

The requesting agency, including the FBI, may use your fingerprints and associated information for other purposes, including the identification of individuals, and the identification of individuals. The FBI may use your fingerprints and associated information for other purposes, including the identification of individuals, and the identification of individuals.

**Noncriminal Justice Agency Privacy Rights**

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a passport, an immigration or naturalization matter, security clearance, or admission), you have certain rights which are discussed below:

You must be provided written notification (1) that your fingerprints will be used to check the criminal history records of the FBI.

You must be granted, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared. (2)

If you have a criminal history record, the official making a determination of your suitability for the employment, service, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.

The official must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.

If you have a criminal history record, you should be afforded a reasonable opportunity to correct or contest your criminal history record (or decline to do so) before the official denies you the employment, service, or other benefit based on information in the criminal history record. (3)

You have the right to request that officials concerning the results of the criminal history record check or any other information contained in the criminal history record be withheld from the public. (4)

If agency policy permits, the official may provide you with a copy of your fingerprint card. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. (5)

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you may request your challenge directly to the FBI. The FBI will then conduct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary adjustments to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

Written notification includes electronic notification, but excludes oral notification.

X \_\_\_\_\_  
Signature Date

3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION:

Print Applicant Name (Last, First, Middle)	Applicant Date of Birth (MM/DD/YYYY)
Phone Number	Email or Phone 2

4 (of 4) - MAIL DOCUMENTS:

Please mail the following documents per your specific agency instructions:

- This printed and signed document.
- Completed fingerprint card

**NOTE:** If your agency requires a Social Security number, please be sure to write the number on the fingerprint card or your fingerprints will not be processed and the packet will be returned