



CONTRIBUTORS  
CASE # B05004  
VOLUNTEER

State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
POST OFFICE BOX 7068  
WEST TRENTON, NJ 08628-0068  
(609) 882-2000

PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

GURBIR S. GREWAL  
Attorney General

PATRICK J. CALLAHAN  
Colonel

February 6, 2020

Dear Volunteer Review Operations Coordinator:

Effective February 17, 2020, the New Jersey State Police Applicant Live Scan Fingerprinting Vendor (IDEMIA, formerly MorphoTrust USA) will be transitioning to a new enrollment system and website for scheduling noncriminal justice fingerprint based criminal history background checks. All applicants should be directed to IDEMIA's new website at <http://uenroll.identogo.com/>. The website provides detailed scheduling instructions and a list of each unique service code.

A unique service code that corresponds to either an employee or volunteer for the youth service organization will replace the traditional Identogo Universal Fingerprint Form (UFF). Applicants will no longer be required to provide the form at Idemia's Identogo fingerprinting locations. The UFF will either be electronically submitted by the applicant utilizing the uniquely assigned Service Code on the web based Universal Enrollment Platform (UEP) scheduling system or can be brought to their fingerprint appointment if the applicant chooses.

The following service codes have been assigned by Idemia to the Volunteer Review Operations Program (VRO):

**2F1J2G** - NJ920610Z NJSP VOLUNTEER REVIEW OPS YOUTH SERVING ORGANIZATION EMPLOYEE YSO

**2F1J3Y** - NJ920610Z NJSP VOLUNTEER REVIEW OPS YOUTH SERVING ORGANIZATION VOLUNTEER YSB

Please note that your youth serving organization will be responsible for providing each applicant with the correct service code for either an employee or volunteer of the organization and the unique six digit Volunteer Registration Number (VRN) assigned to your agency. Each applicant will utilize the applicable service code when scheduling the fingerprint appointment on the new UEP website and enter the correct VRN in Block #7 (Contributor's Case #) of the UFF. A correct service code and VRN will ensure the applicant is charged the proper fee and is returned an accurate criminal history.

If there are any questions concerning the VRO program or transition to the UEP, please contact (609) 882-2000, extension 2762 or [Vol\\_ReviewOps@gw.njsp.org](mailto:Vol_ReviewOps@gw.njsp.org).

Sincerely,

FOR COLONEL PATRICK J. CALLAHAN

Brandon F. Gray, Major  
Commanding Officer Identification and  
Information Technology Section

BG/bt



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