

Step by Step Fingerprint Process

Updated July 2017

- (1) Ignatius Loyola comes to a parish or school wanting to volunteer. The Safe Environment Coordinator gives him a Disclosure Form which he promptly signs. He keeps the original, the parish/school makes a copy and sends a copy immediately to the Office of Child and Youth Protection.
- (2) The Safe Environment Coordinator gives Ignatius the Universal Fingerprint Form by Identigo (IDG_NJAPP_020115_V2) and he is told to fill out the form and to make an appointment to be fingerprinted. Boxes 1 through 7 and box 26 on the Universal Fingerprint Form are already filled out.
 - a. The preferred way to make an appointment is via the web at www.bioapplicant.com/nj which will redirect him to this site: <https://nj.ibtfingerprint.com>
 - b. Another way to make an appointment is via the Call Center at 877-503-5981, but this process takes several days longer. It is not always easy to get through to the Call Center.
- (3) The fee for volunteers is \$21.44. Ignatius must use a credit card only. No other form of payment is accepted. The parish, school or diocesan entity will reimburse Ignatius when he has been fingerprinted.
- (4) When Ignatius makes his appointment to be fingerprinted, MorphoTrust will give him a “Transaction ID Number.” He enters this number into the box that says “Applicant ID Number” on the Universal Fingerprint Form.
- (5) Ignatius makes the appointment and he goes to a MorphoTrust facility to be fingerprinted. He must have the completed Universal Fingerprint Form with him and a valid, photo ID as described in the box below box 26.
 - a. If he does not have both the Universal Fingerprint Form and proper photo ID, he will not be fingerprinted AND he will be assessed a non-refundable \$11 fee.
 - b. If he misses his appointment he will be assessed a non-refundable \$11 fee.
- (6) After he is fingerprinted, Ignatius will be given a receipt and the completed Universal Fingerprint Form.
- (7) Ignatius takes both the receipt and the Universal Fingerprint Form to the Safe Environment Coordinator of the parish, school or other entity.
- (8) Within 7 working days, the diocese will be notified that:
 - a. Ignatius has cleared and has no criminal record OR

Updated July 2017

- b. Ignatius has a conviction and is not eligible to have contact with minors
OR
 - c. Ignatius's fingerprints were rejected and he must go back to a MorphoTrust facility to be re-fingerprinted. (This only happens one time.)
- (9) If Ignatius has cleared, the Office of Child and Youth Protection will send the clearance letter to the Safe Environment Coordinator. He/she will keep a copy and give the original to Ignatius.
- (10) If Ignatius has a conviction, the Office of Child and Youth Protection will send a letter to him indicating that the State Police have notified the diocese of the conviction and that he must contact the State Police to obtain a copy of his criminal record. The Safe Environment Coordinator receives a copy of all correspondence.
- (11) If Ignatius's prints were rejected, MorphoTrust will contact Ignatius and he must return to be fingerprinted before he can have contact with minors. There is no fee to be re-fingerprinted but he must go immediately to complete the process.