

Instructions for Scheduling Background Check for Type 4 Employees

NOTE: The instructions only apply to Type 4 employees. Rutgers Human Resources will manage the background checks for Type 1 employees. Background Checks are required to be scheduled and performed upon hire.

1. Visit website www.bioapplicant.com/nj to obtain the instructions for the background check.
2. Visit http://www.state.nj.us/njsp/about/serv_chrc.html (Highlight **Noncriminal Justice Licensing / Employment Requests (FORMS C , D & NAME SEARCHES)**) to obtain the Universal Fingerprinting Form (#NJAPS2 Version 3.0 – Form D) stated on the www.bioapplicant.com/nj website. (Sample is attached and can be copied.)
3. Complete the Universal Fingerprinting Form (#NJAPS2 Version 3.0 – Form D) – Sagem Morpho Inc and enter the information on the form prior to making the phone call to schedule an appointment.
 - a. In Section (26)- Employer (Name) on the form enter:
 - i. Susan Stephenson-Martin – Rutgers University
26 Nichol Ave., Davison Hall, Room 223
New Brunswick, NJ 08901
4. Pick the closest location for your convenience from the list on the www.bioapplicant.com/nj.
5. Schedule an appointment by calling 1-877-503-5981 or by visiting website www.bioapplicant.com/nj. The appointment day and time will be assigned at the time of the call.
6. **Please note that payment of \$41.00 is required for the background check .** Payment information is on the www.bioapplicant.com/nj website.
7. Make sure when you go to your appointment that you have the following: Universal Fingerprinting Form (#NJAPS2 Version 3.0 – Form D) – completed with accurate information and the PCN # given at the time when the appointment is assigned.
Photo ID – 1) Valid Photo Drivers License or Valid Photo ID issued by any State DMV or NJ MVC or 2) Passport

***** Please read Form D – Sagem Morpho Inc in its entirety as it provides beneficial information*****