

FINGERPRINTING INSTRUCTIONS

In an effort to make registration for your appointment as easy as possible, we offer the following instructions:

1. Print the “**Universal Fingerprint Form**” now.
2. Click on **Fingerprinting Instructions**.
3. Fill in your **Contributor’s Case Number** in **Box # 7** of your **Universal Fingerprint Form**. Your town’s **Contributor’s Case Number** is located in the drop down box of the **Instant Verification Info Form**; where it says **Township / Contributor Case # / VRN #**.
4. Have your credit card ready.
5. Click on the **MorphoTrak** web site link; you are now going to schedule your fingerprinting appointment.
6. Click the **Start here** box on the left hand side of the page under **New Applicants**.
7. For (**Form Box 1**), where it asks for the **Originating Agency Number**, select **NJ920610Z - Youth Serving Organization** (located closer to the bottom of the list).
8. For (**Form Box 2**) **Category**, select **YSB**.
9. For (**Form Boxes 3-4**) **Statute / Reason for Printing Statute**, select **15A:3A-1 Youth Serving Organization Volunteer**.
10. For (**Form Box 5**) **Document Type**, select **VB1 Both Federal and State Cards, Volunteer**.
11. For (**Form Box 7**) **Contributor’s Case Number**, put down the same number you entered in **Box # 7** of your (MorphoTrak) **Universal Fingerprint Form**. This is a special # assigned to your town.
12. Click **Continue**.
13. Continue filling out the **MorphoTrak** (Sagem Morpho Inc.) application to schedule your fingerprinting appointment.
14. Fill in your **Applicant ID No.** (you will get this # after you enter all of your personal information) and **Scheduled Site / Date / Time** at the bottom of your **Universal Fingerprint Form**.
15. One last thing! Please complete our **Info Form** and **Sagem Morpho PCN # Form** which is located on our www.instantverificationinc.com web site. We need this to keep track of everyone for your town and also in case there is a mishap. If you’re reading this, you did well!