

Fees Currently Listed are Subject to Change

Fingerprinting Service

**** New ** : Effective March 15, 2008**

The State Bureau of Identification transitioned non-criminal justice fingerprinting to MorphoTrak Inc with some exceptions (see below). Anyone needing to be fingerprinted must now visit the **New Jersey State Police** website where additional information and downloadable forms for checks will be available.

Fingerprint background checks may be conducted for the following purpose:

FORM A

Good Conduct

Immigration

Naturalization

Personal Record

Visa

Expungement

FORM B

International Adoption Requiring Notarization

Foreign Business Requiring Notarization

FORM C

Employment (response returned to **applicant**)

FORM D

Employment (response returned to **employer**)

To be fingerprinted for one of the purposes listed above, an applicant will contact MorphoTrak Inc. to schedule an appointment. The most convenient way to schedule an appointment is via the internet at www.bioapplicant.com/nj. Internet scheduling is available 24 hours per day, seven days per week. Applicants who do not have

Internet access may call the company's toll-free telephone number, 1-877-503-5981 (Monday through Friday, 8:00 a.m. to 5:00 p.m., and Saturday, 8:00 a.m. to 12:00 noon). MorphoTrak Inc. provides a toll-free TTY telephone number, 1-800-673-0353, for hearing-impaired applicants with a modem-equipped telephone. Spanish-speaking operators are available upon request. The applicant must download and complete the appropriate universal form prior to contacting MorphoTrak inc. for a fingerprint appointment. The completed universal form must be brought to the applicant's scheduled fingerprint appointment. The applicants must bring the proper identification as outlined on the universal form.

Exceptions: Voorhees Police will continue to provide fingerprinting services for customers requiring background checks on any out-of-state or Federal employment.

If you need to be fingerprinted by Voorhees Police, the hours are between 9:00 a.m. to 12:00 p.m., Tuesday and Thursday by appointment only. If you need any further assistance, please contact the Records Division at (856)627-5858 (option 1).

Prior to your arrival, you should know if a State and/or Federal fingerprint check is required.

Remember to bring identification with you (indicating your Voorhees address or business address) as well as your personal information (i.e., Driver's license) and any fingerprint cards supplied to you by the facility requiring the prints.

Cost:

- \$5.00 for the first three fingerprint cards
- \$2.00 for each additional fingerprint card above three

Fingerprinting is a service provided only for the residents and businesses of Voorhees Township

Firearms Applications

If you are obtaining a Firearms Purchaser's Identification Card for the first time:

- Firearms applications are available at the Records Department or it can be printed from this website. If you have never had a Firearms Purchaser's Identification Card or a Permit to Purchase a Handgun issued to you in the State of New Jersey, you will have to schedule an appointment with Safran MorphoTrak, Inc. to be fingerprinted once you have been given the appropriate documentation from the Voorhees Police Identification Clerk. You can reach the Identification Clerk by calling (856) 882-1162 during regular business hours. For the appropriate forms and applications, [please click here](#).

If you have a New Jersey Permit to Purchase a Handgun and/or a Firearms Identification Card:

- If you have prior Permits to Purchase a Handgun and/or a Firearms I.D. Card issued in New Jersey, and you have a valid State Bureau of Identification (SBI) number, your application must be accompanied by a cashier's check, certified check, or money order (No Personal Checks or Cash) in the amount of \$18.00 made payable to the **Division of State Police-SBI**. This fee is required for a Criminal History Record by the New Jersey State Police. You will not be fingerprinted again. For the appropriate forms and applications, [please click here](#).

Firearms Purchaser's ID Cards and/or Permits to Purchase Handguns:

- An additional fee of \$5.00 for a Firearms Purchaser's ID Card and/or a \$2.00 fee for each Permit to Purchase a Handgun is due to the Voorhees Township Police Department at the time of application. Payment may be in the form of cash, personal check or separate money order. For the appropriate forms and applications, [please click here](#).

Applications are only accepted from residents of Voorhees Township

Reports / Documents

Copies of police reports are available through the Records Department. Prior to issuing a copy of a report. The application is submitted for review and release authorization. The fees are listed below

Cost:

Copies picked up by Applicant:

- \$0.05 per 8 1/2 x 11" page
- \$0.07 per 8 1/2 x 14" page
- and \$0.10 receipt fee (not optional)

Reports Mailed to Applicant:

- \$5.00 Administration fee
- and \$0.05 per 8 1/2 x 11" page
- or \$0.07 per 8 1/2 x 14" page

Copies of Photographs:

- Determined on a case by case basis and based on the cost of material provided.

Copy of videotapes for discovery

- Determined on a case by case basis and based on the cost of material provided.

Copy of audio cassette tape for discovery

- Determined on a case by case basis and based on the cost of material provided.

Copy of CD/DVDs (Audio and/or Video)

- Determined on a case by case basis and based on the cost of material provided.

Good Conduct Letter:

- \$10.00 per letter ([Form](#))

Records Check:

- \$5.00 per check ([Form](#)) - a signed release form is required

Accidents reports are available online. [Click here for further information.](#)

Records Department is closed on the following days. [Click here](#) to view the closing schedule.