



www.instantverificationinc.com

FINGERPRINTING INSTRUCTIONS

Hello all!!! We are going to try to make this as easy for you as possible to register for your fingerprinting appointment. Please follow the instructions below and you shouldn't have a problem (if you give up or are computer challenged please call **732.740.1863). Good luck!!!!**

1. Go to www.instantverificationinc.com and click on the link for your town (on right hand side).
2. Print the "**Universal Fingerprint Form**" now. Then return to previous web page.
3. Click on **Fingerprinting Instructions**.
4. Fill in your **Contributor's Case Number** in **Box # 7** of your **Universal Fingerprint Form** now. 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 #** (to find this, go back to the Home Screen, click on **Fingerprinting Instructions** near the middle of your screen, the Instant Verification Info Form is there). If you could get past step 4, it's smooth sailing!
5. Have your credit card ready.
6. Click on the **MorphoTrak** web site link (www.bioapplicant.com/nj); you are now going to schedule your fingerprinting appointment.
7. Click the **Start here** box on the left hand side of the page under **New Applicants**.
8. 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).
9. For **(Form Box 2) Category**, select **YSB**.
10. For **(Form Boxes 3-4) Statute / Reason for Printing Statute**, select **15A:3A-1 Youth Serving Organization Volunteer**.
11. For **(Form Box 5) Document Type**, select **VB1 Both Federal and State Cards, Volunteer**.
12. 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.
13. Click **Continue**.
14. Continue filling out the **MorphoTrak** (Sagem Morpho Inc.) application to schedule your fingerprinting appointment.
15. 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**.
16. 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 GOOD!!!!

