

****NOTE: ONLY COMPLETE THIS STEP IF YOU ALREADY HAVE AN SBI NUMBER****

ONLINE NJSP BACKGROUND CHECK APPLICANT INSTRUCTIONS

- Provide your applicant with your nine digit Originating Agency Identification Number (ORI).

ORI Number: NJ0102100

- Log on to <http://www.njportal.com/njsp/criminalrecords/> and click on the ON LINE FORM 212A, a highlighted block located on the lower left side of the page.
- Follow the prompts for demographic and payment information. (\$20)
- Upon completion of the form, the applicant will receive an email confirmation and receipt that will include a confirmation number.
- At this time, the request will be forwarded to the Police Department's work queue for approval and submission to the NJ State Police for processing.
- The applicant can find more detailed information by clicking on the Help Tab, located on the top right side of the page.