



State of New Jersey

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COLONEL PATRICK J. CALLAHAN
Acting Superintendent

December 11, 2017

Dear Chief/Director:

The New Jersey State Police, State Bureau of Identification (SBI) wishes to advise your agency of a minor fee change in the cost of noncriminal justice applicant fingerprinting. This fee change is the result of the state sales tax reduction from 6.875% to 6.625%, which becomes effective January 1, 2018. Sales tax is only charged on the \$10 fee per applicant collected by the state vendor, MorphoTrust USA. Therefore, the sales tax amount will decrease from \$0.69 to \$0.66. This will cause the overall fee on each of the five forms used by municipalities to decrease by \$0.03. The vendor fee and associated sales tax on each form is the same, regardless of whether the form provides a state-only check or a state and federal check. Similarly, the vendor fee and associated sales tax is the same for volunteer forms, which will also decrease by \$0.03.

SBI has produced new universal fingerprint forms for noncriminal justice applicant fingerprinting by MorphoTrust USA. New master copies of the five types of universal forms are enclosed and must be utilized by all applicants, effective January 1, 2018. Please destroy your department's current forms at the close of business on December 31, 2017, and replace them with copies of the enclosed forms reflecting the fee change. Please reproduce these updated forms and keep an ample supply on hand to be distributed to your department's noncriminal justice applicants. It is also recommended that the enclosed forms be set aside to be used as master copies when reproducing additional forms, which will help to preserve the print quality of the reproduced copies.

Please contact the Criminal Information Unit at (609) 882-2000, extension 2918, with any questions or concerns, or via email at CIU@GW.NJSP.ORG.

Sincerely,

FOR COLONEL PATRICK J. CALLAHAN
ACTING SUPERINTENDENT

Brandon Gray, Major
Commanding Officer
Identification and Information
Technology Section

BG/bt



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