

*NEW JERSEY STATE POLICE PRIVATE DETECTIVE UNIT*

***Instructions for Employee Registration***

The Private Detective Act requires that all employees of a New Jersey licensed private detective agency submit fingerprints as part of the hiring and registration process. All employees will submit for livescan fingerprinting via the vendor, IdentoGo.

Employees may not be scheduled for work until they have provided their employer with the fingerprinting receipt from IdentoGo and completed an employee statement. The NJ Private Detective Agency is required to send in employee registrations within 48 hours of fingerprinting/hiring.

Employee registrations must conform to the following procedures:

***Documentation/fees submitted the Private Detective Unit:***

1. A notification on the agency's letterhead indicating the agency license number, the employee's full name, date of birth, full social security number, position and date of hire.
2. Original fingerprinting receipt from IdentoGo as proof of fingerprinting.
3. Registration fee \$15.00 per new employee payable to *State of New Jersey*.

***Payments:***

1. Payment for all remitted items shall be a money order, cashier's check, certified check or business check. **NO** personal checks or cash accepted.
2. One check may include multiple registration fees. However, **DO NOT** combine the payment for new hires and renewed employees, submit separate checks for each category.

***The licensee shall keep the following on file at the place of business for inspection purposes:***

1. **Employees Statement** (Form 202) must be completed, signed, and notarized. **DO NOT SEND EMPLOYEE STATEMENT TO THE PRIVATE DETECTIVE UNIT. NO COPIES.**
2. Copy of fingerprint receipt from IdentoGo as proof of fingerprinting.