

**ELECTRONIC REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION
FOR NON-CRIMINAL JUSTICE PURPOSE (Form 212-A)**

APPLICANT INSTRUCTIONS - STEP 1

For the purpose of these instructions, electronic filing is to be used for Firearms Licensing & Local Ordinance only.

Local Ordinance

To be used for those applicants who are applying with the City of Pleasantville for a Mercantile, Taxi, Vendor, or other local ordinance regulation which would require a Criminal History Record Check of the applicant.

Firearms Licensing

To be used only for those applicants who, already have been issued a Firearms Identification Card and/or have a SBI number issued by the NJ State Police specifically for FIREARMS.

** First time firearms applicants must complete the NJ Universal Fingerprint Form so they can be fingerprinted through the MorphoTrust Company **.

APPLICANT INSTRUCTIONS - STEP 2

- ✓ Applicant must be provided with the nine-digit Originating Agency Identification Number (ORI).
- ✓ The Pleasantville Police Department ORI number is: **NJ0011900**
- ✓ Applicant will log on to **<https://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.
- ✓ The applicant will follow the prompts for demographic and payment information.
- ✓ Upon completion of the form, the applicant will receive an email Confirmation & Receipt that will include a confirmation number.
- ✓ At this time the request will be forwarded to the Pleasantville 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.