



Emerson Police Department

1 Municipal Place, Emerson, N.J. 07630
HQ: (201) 262-2800 FAX: (201) 262-2886

Michael Mazzeo
Chief of Police

Background Check Instructions for Applicants:

- The applicant shall enter the following URL into your Internet browser:
<https://www.njportal.com/njsp/criminalrecords/>
- Click on the Orange oval labeled “Online Form 212A”

- Enter **NJ0021400** in the ORI Number box and follow all prompts for demographic and payment information.
(Each submission costs \$20.00, payable by Visa, MasterCard, Discover, or American Express)
- “Reason for Filing Request” – Select “**Local Ordinance**” from drop down box.
- “Description of Reason for Filing Request” Please type “**Solicitor’s Background Check.**”
- A State Bureau of Identification number (SBI#) is a unique number assigned by the NJ State Bureau of Identification for use in identifying all criminal and non-criminal finger prints kept on file within the bureau. Not all applicants will have an SBI#, and unless you are applying for firearm purposes it is not necessary to provide one.
- The applicant can find more detailed information by clicking on the Help Tab located at the top right side of the page.
- Upon completion of the form, the applicant will receive an E-mail Confirmation & Receipt that will include a confirmation number.
- At this time, the request will be forwarded to the Emerson Police Department’s work queue (similar to Firearm Background checks), for the PD approval and submission to the NJ State Police for processing.
- REMINDER: As per ordinance 208-5D, each original application **must be** accompanied by *two (2) passport size (2” x 2”) photographs* of the applicant.