

APPLICANT INSTRUCTIONS

Egg Harbor Township ORI number: NJ0010800

- 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.
- Follow the prompts for demographic and payment information. Payment must be made by credit card or electronic check.
- Upon completion of the form, you will receive an email Confirmation & 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.
- You can find more detailed information by clicking on the HELP TAB, located on the top right side of the page.