

APPLICANT INSTRUCTIONS for 212A Form

ORI number **NJ0102400**

- 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.

- Upon completion of the form you will receive an email Confirmation & Receipt that will include a confirmation number. Email the confirmation number to jmduhamel@tewksburytwp.net

- 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.