

**NONCRIMINAL JUSTICE LICENSING / EMPLOYMENT REQUESTS
(SBI 212B FORM)**

NAME CHECK ONLY

The SBI 212B Form has been developed to provide noncriminal justice licensing/employment access to the following: governmental entities of this State, the federal government or any other state for any official governmental purpose; a person or non-governmental entity of any state for employment, volunteer work or other performance of services; private detectives, licensed by the Division of State Police, for the purposes of obtaining information pursuant to their statutorily authorized functions.

- One form will be used for each request and the required information can be **typed or legibly printed**. **Photocopies will not be accepted** since the forms are color coded and original signatures are required. All necessary forms required for access will be supplied by the Division of State Police upon written request to the address listed below or by calling 609-882-2000, extension 2884. Use the address listed below to mail all completed requests for processing.

Division of State Police
Attn: Criminal Information Unit
P.O. Box 7068
West Trenton, N.J. 08628-0068

- Utilize the SBI 212B Form and check the appropriate request box that allows the SBI to process your request.
- The complete name and mailing address of the requesting agency of requester, inclusive of zip code, must be typed or printed legibly since the SBI response will be forwarded accordingly.
- The typed/printed name and signature of the authorized person making the request/certification must be completed. The authorized person would be whomever is responsible to request, maintain/secure the criminal history record checks.
- The Authorization By Subject Of Request and Privacy Act Notification area must include the full name of the requesting entity and the applicant **must** sign in the appropriate area.

METHOD OF PAYMENT

On all SBI 212B Forms a \$18.00 cashiers check, certified check, or money order payable to the Division of State Police - S.B.I. must be stapled to the front (bottom left) of the form. All methods of payment must be **drawn on a U.S. bank. Personal checks will not be accepted.**

Corporations, who are paying this fee, may submit a cashier's check, certified check, corporate check, or money order payable to the Division of State Police - S.B.I. for the entire amount due on multiple submissions. All forms included in the multiple submission must be complete and accurate, otherwise, the entire package will be rejected.