



## State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE

POST OFFICE BOX 7068  
WEST TRENTON NJ 08628-0068  
(609) 882-2000

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

PAULA T. DOW  
*Attorney General*

COLONEL JOSEPH R. FUENTES  
*Superintendent*

September 22, 2010

SUBJECT: **"CHANGE NOTICE"** - S.O.P. D10, "Fingerprints (Arrest/Summons/Registered), Photographs, and Photograph Mounting Form (SBI 24)," dated August 27, 2008

TO : Superintendent's Office; Deputy Superintendents; Section and Troop Commanding Officers; Bureau Chiefs; Station Commanders; and Unit Heads

1. S.O.P. D10, "Fingerprints (Arrest/Summons/Registered), Photographs, and Photograph Mounting Form (SBI 24)," dated August 27, 2008, has been revised at the request of the OPI and the following changes were incorporated into this order:

- a. **Section III., Paragraph D.**

The section heading has been changed to, "Methodology for fingerprinting and photographing subjects."

- b. **Section III., Paragraph F.**

Language has been added to state, "Proper techniques of fingerprinting and photographing subjects shall be employed at all times. Prior to transmission, members shall visually inspect the captured photograph(s) to ensure that it is of sufficient quality and free from gross defects.

2. Remove and destroy S.O.P. D10, "Fingerprints (Arrest/Summons/Registered), Photographs, and Photograph Mounting Form (SBI 24)," dated August 27, 2008. **Retain all annexes.** Replace with revised S.O.P. D10, "Fingerprints (Arrest/Summons/Registered), Photographs, and Photograph Mounting Form (SBI 24)," dated September 22, 2010.

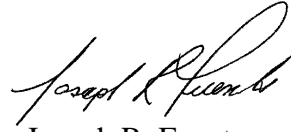


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3. Forwarded for your information and compliance.

A handwritten signature in black ink, appearing to read "Joseph R. Fuentes". The signature is fluid and cursive, with a large loop at the end.

Joseph R. Fuentes  
Colonel  
Superintendent

MAB  
Attachment

# NEW JERSEY STATE POLICE STANDING OPERATING PROCEDURE

S.P. 437 (Rev. 7/95)

NUMBER

**D10**

EFFECTIVE DATE

September 22, 2010

REFERENCE

N.J.S.A. 53:1-15N.J.S.A. 53:1-18.1N.J.S.A. 2C:7-1 through 2C:7-4

SUBJECT

**FINGERPRINTS (ARREST/SUMMONS/  
REGISTERED), PHOTOGRAPHS, AND  
PHOTOGRAPH MOUNTING FORM (SBI 24)**

O.P.I. NUMBER

**R020**

RESCINDS

**S.O.P. D10, dated 08/27/08**

This order establishes guidelines that will ensure uniformity for the procedures used in conjunction with fingerprints and photographs of those arrested or summoned for certain offenses, as well as those required to register as a sex offender.

This order consists of the following numbered sections:

|      |  |   |
|------|--|---|
| I.   | Policy .....   | 1 |
| II.  | Requesting Criminal Fingerprint Cards, Sex Offender Fingerprint Cards,<br>Photograph Mounting Cards, and Envelopes ..... | 1 |
| III. | Fingerprinting and Photographing Procedures .....  | 2 |
| IV.  | Effect .....   | 8 |

## **I. Policy:**

Many state police facilities have been equipped with live-scan fingerprinting and electronic mug-photo equipment. Where available, this equipment shall be utilized to capture fingerprints and mug-photos. This equipment shall be utilized in accordance with established training and operating procedures. A comprehensive User Guide for the ILS<sup>2</sup> Livescan Station with Mug Photo Capture User Guide is posted on the New Jersey State Police Intranet under the new "Identification & Information Technology Section Website." If the live-scan fingerprinting, and/or electronic mug-photo equipment is unavailable or inoperative, members shall follow the instructions outlined in this order.

## **II. Requesting Criminal Fingerprint Cards, Sex Offender Fingerprint Cards, Photograph Mounting Cards, and Envelopes:**

- A. Stations and units will request Criminal Fingerprint Cards, both state and federal, Sex Offender Fingerprint Cards, pre-addressed fingerprint envelopes, and photograph mounting cards from their respective troops or sections.

### **S.O.P. D10**

- B. Troops and sections will use a “Request for Identification and Information Technology Section Supplies” form (SBI-87, Annex A) as a requisition for State Criminal Fingerprint Cards (SBI-15, Annex B), Defendant Identification Request Forms (S.P. 753, Annex C), Photograph Mounting Cards (SBI -24, Annex D), and Sex Offender Fingerprint Cards (SBI-15B, Annex E) from the State Bureau of Identification (SBI).
- C. The Federal Bureau of Investigation, for Federal Fingerprint Cards (FD-249, Annex F) and Live Scan Cards (Live Scan Card) may be ordered by using a CJIS Supply Requisition Form (I-178, Annex G) as a requisition to the Identification Division.

**NOTE:** These are the **ONLY** items ordered from the F.B.I. using this form.

- D. Troops and sections will request state pre-addressed fingerprint envelopes from the State Bureau of Identification.

### **III. Fingerprinting and Photographing Procedures:**

- A. Members shall fingerprint and photograph any adult they arrest in the following circumstances:
  - 1. When an adult is arrested for an indictable offense
  - 2. When an adult is arrested for a violation of any state law relating to narcotics or dangerous drugs, whether indictable or otherwise
  - 3. When an adult is arrested for shoplifting
  - 4. When an adult is arrested for prostitution
  - 5. Within a reasonable time after the filing of a complaint summons by a law enforcement officer charging the adult defendant with an indictable offense, drug charge, shoplifting, or prostitution
  - 6. When an adult is charged in an indictment/accusation and has not been arrested or fingerprinted for the charges (list the indictment/accusation number in the appropriate block on the front of the state fingerprint card)
  - 7. When an adult is convicted of a nonindictable offense and the identity of the person convicted is in question (list the disposition on the front of the state criminal fingerprint card; the sentence and date on the back of the fingerprint card)
  - 8. When an adult is arrested and believed to be wanted for an indictable offense
  - 9. When an adult is arrested and believed to be a habitual criminal

### **S.O.P. D10**

10. When a person is arrested for any domestic violence offense where any of the following four circumstances are met:
    - a. victim exhibits signs of injury caused by an act of domestic violence
    - b. a warrant is in effect
    - c. there is probable cause to believe the person has violated a judicial order under N.J.S.A. 2C:29-9 and there is probable cause to believe the person has been served with that order
    - d. there is probable cause to believe that a weapon as defined in N.J.S.A.2C:39-1 has been involved in the act of domestic violence
  11. When a person is convicted of assault or harassment (i.e. a private citizen complaint with no law enforcement involvement) which resulted from an act of domestic violence
- B. Members shall fingerprint and photograph juveniles fourteen (14) years of age or older who are charged with delinquency on the basis of an act which, if committed by an adult, would constitute a crime. A crime is designated as being of the first, second, third, or fourth degree pursuant to N.J.S.A. 2C:1- 4a. (Refer to N.J.S.A. 2A:4A-61a.(3)).
- C. Members shall fingerprint and photograph any person who has been convicted, is an adjudicated delinquent, or found not guilty by reason of insanity for the commission of a sex offense as defined by N.J.S.A. 2C:7-2b.
1. For initial registration - Check the "Initial Registration" block, complete the front and back of the Sex Offender Fingerprint Card, staple a photograph of the registrant to the back of the Sex Offender Fingerprint Card, and forward to the county prosecutor. The SBI will accept a Sex Offender Fingerprint Card with only the impressions of the right four fingers taken simultaneously if the correct SBI Number is listed in the appropriate block (not applicable for live-scan submissions).
  2. For re-registration - Check the "Re-registration" block, enter the requested information, SBI Number, impressions of the right four fingers taken simultaneously (not applicable for live-scan submissions), a current photograph, and forward to the county prosecutor. Pursuant to N.J.S.A. 2C:7-2d., a sex offender, upon a change of address, shall notify the law enforcement agency with which the person is registered and must re-register with the appropriate law enforcement agency no less than 10 days before they intend to first reside at that new address. Original registration information is available on the SBI detail information screen which is part of the Master Name Index portion of the Computerized Criminal History System.

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**NOTE:** If a subject is registering or re-registering to another state, the fingerprint impressions should be taken and processed as outlined above. The SBI will enter the subject into the Automated Sex Offender File with the out of state address.

### D. Methodology for fingerprinting and photographing subjects

1. Members shall capture and transmit arrest fingerprints using criminal live scan equipment, in accordance with current live scan equipment instructions, when applicable.
2. One State Criminal Fingerprint Card, (SBI-15, Annex B), and one Federal Criminal Fingerprint Card, (FD-249, Annex F) when an adult is arrested or summoned.
3. One State Criminal Fingerprint Card, (SBI-15, Annex B), and one Federal Criminal Fingerprint Card, (FD-249, Annex F) when a juvenile age 14 and over is arrested for an indictable crime. The county prosecutor may request an additional Sex Offender Fingerprint Card (SBI-15B, Annex E) for their file.
4. One State Sex Offender Fingerprint Card (SBI-15B, Annex E). The county prosecutor may request an additional Sex Offender Fingerprint Card for their file.

### E. Distribution of completed fingerprint cards

1. When a criminal live scan card is unable to be electronically forwarded to the SBI, a properly completed State Criminal Fingerprint Card and the Federal Criminal Fingerprint Card shall be **forwarded within 24 hours directly to the Identification and Information Technology Section** in the addressed, prepaid envelope supplied for that purpose. Enter the station or unit name on the top left-hand corner of the envelope.
2. The properly completed State Sex Offender Fingerprint Card(s) will be forwarded within 24 hours to the respective county prosecutor's office pursuant to N.J.S.A. 2C:7-4c.
3. Fingerprints will not be submitted directly to the federal government unless authorized by the Identification and Information Technology Section Commanding Officer.

### F. Proper techniques of fingerprinting shall be employed at all times. Prior to transmission, members shall visually inspect the captured photograph(s) to ensure that it is of sufficient quality and free from gross defects.

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- G. Information on fingerprint cards will be typed using black typewriter ribbons or legibly hand printed using a black ball point pen. Carbon copies will not be submitted.
- H. Only the following codes and abbreviations will be used. All information shall be placed in the specific blocks provided for that purpose.

## **SEX**

|   |   |        |
|---|---|--------|
| M | - | Male   |
| F | - | Female |
| B | - | Both   |

## **RACE**

|   |   |  |
|---|---|--|
| W | - | White  |
| B | - | Black  |
| I | - | American Indian or Alaskan Native  |
| A | - | Asian or Pacific Islander (Asian Indians, Filipinos, Indonesians, Koreans, Polynesians, Chinese, Japanese, and other nonwhite) |
| O | - | All Others   |

## **HAIR**

|     |   |         |
|-----|---|---------|
| BAL | - | Bald    |
| BLK | - | Black   |
| BLN | - | Blond   |
| BLU | - | Blue    |
| BRO | - | Brown   |
| GRN | - | Green   |
| GRY | - | Gray    |
| ONG | - | Orange  |
| PLE | - | Purple  |
| PNK | - | Pink    |
| RED | - | Red     |
| SDY | - | Sandy   |
| WHI | - | White   |
| XXX | - | Unknown |

## **EYE COLOR**

|     |   |                        |
|-----|---|------------------------|
| BLK | - | Black                  |
| BLU | - | Blue                   |
| BRO | - | Brown                  |
| GRN | - | Green                  |
| GRY | - | Gray or partially Gray |
| HAZ | - | Hazel                  |
| MAR | - | Maroon                 |
| MUL | - | Multicolored           |
| PNK | - | Pink                   |
| XXX | - | Unknown                |

**NOTE:** "Bald" is to be used when subject has lost most of the hair on their head.

## S.O.P. D10

- I. The name and originating agency identifier (ORI) of the station, bureau, or unit submitting the fingerprints must be entered in the “contributor/address/ORI No.” block of the State Criminal or Sex Offender Fingerprint Card. Federal Criminal Fingerprint Cards (FD-249) are preprinted. Personnel will make certain the F.B.I. cards reflect the proper ORI No. and address which will indicate the station or unit assignment of the member making the arrest.
- J. The Division case number will be entered on the fingerprint card(s) as the contributor’s case number. Only one case number will be utilized.
- K. Enter in the proper block on the State Criminal Fingerprint Card the names or the common abbreviation of the offenses charged and the statute number. Clarify such charges as C.D.S., unlawful taking, conspiracy, attempt, etc. (see Annex B)

**EXAMPLE:** Murder - 2C:11-3  
Unlawful Taking (over \$200) - 2C:20-3a.  
Poss. C.D.S. (heroin) - 2C:35-10a.(1)  
Conspiracy to Burglary - 2C:5-2  
Attempted Theft - 2C:5-1

- L. Multiple charges may be entered on one State Criminal Fingerprint Card. If additional space is required, the excess charges will be typed or legibly hand printed on the back of the State Criminal Fingerprint Card, in the area marked “Brief History of Crime(s)” with this fact so noted on the front.

**EXAMPLE:** Burglary (5 counts) 2C:18-2  
Unlawful taking (3 counts) 2C:20-3a. (see reverse side)

- M. When an arrest is effected using a Direct Indictment Warrant or State Grand Jury Indictment Warrant, the indictment number will be listed in the appropriate block on the State Criminal Fingerprint Card. No special information is required on the Federal Criminal Card. Enter all counts of the listed indictment in the “Charge and Statute” block. Additional indictments will be listed in the same manner with indictment references in the “Charges and Statute” block.

**EXAMPLE:** Theft 2C:20-3 (I 123-2-92)  
Burglary 2C:18-2 (I 128-2-92)

- N. When an arrest is effected for another authority, and that authority is not taking responsibility for fingerprinting, the literal offense charged and the statute citation will be entered in the “Charge and Statute” block of the State Criminal Fingerprint Card. The municipal code where the complaint was signed will be entered in the “Municipal Code” block. When an arrest is effected for another authority which results in additional charges by State Police personnel, an additional State Criminal Card will be completed for the new charge(s).



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**EXAMPLE:** Tpr. Doe, State Police Bordentown, arrests a subject for Trenton P.D. on a charge of burglary. While effecting the arrest, it is found the subject is in possession of marijuana. Although the Federal CriminalCard can list all the offenses, two State Criminal Cards must be submitted so the separate offense dates can be properly entered into the Computerized Criminal History (CCH) System.

- O. The four digit municipal code of the court where the criminal complaint(s) is signed will be entered on the front of the State Criminal Fingerprint Card (SBI-15) in the appropriate boxes.
- P. Fingerprint cards will show the legible name and badge number of the member taking the prints.
- Q The court disposition will be entered on the back of the State Criminal Fingerprint Card if the case has already been adjudicated.
- R. When completing the Federal Criminal Fingerprint Card (FD-249), **ALWAYS** enter a check mark in the proper block to indicate that a reply is desired.
- S. Improperly completed fingerprint cards will be returned for correction or clarification.
- T. Photographs taken of subjects arrested for violations of New Jersey's Criminal Code, or registering as sex offenders, shall be processed as follows.
  - 1. Facilities possessing digital mug-photo capability shall capture and transmit photographs in conjunction with the criminal live scan fingerprint transmission. Mug-photos shall be captured in accordance with current equipment instructions.
  - 2. The criminal photograph must be stapled (only one staple required) to the completed SBI 24 Form (Annex D) and forwarded to the State Bureau of Identification, Identification Records Unit, with the State Criminal Fingerprint Card. Do not staple the SBI 24 or photograph to the State Criminal Fingerprint Card.
  - 3. The sex offender photograph must be stapled (only one staple required) to the Sex Offender Fingerprint Card.
  - 4. The county prosecutor may request a juvenile photograph for their files.
- U. It is the responsibility of the member to ensure the successful submission of fingerprints to the SBI by confirming the receipt of the electronic acknowledgment response sent to the agency's CJIS printer.
- V. Telephone inquiries may be made by dialing (609) 882-2000, extension 2456.

## **S.O.P. D10**

### **IV. Effect:**

In accordance with S.O.P. A1, "Orders," the State Bureau of Identification Chief shall notify the Planning and Logistical Support Bureau Chief, via channels, of any changes that may be necessary in this order.

A handwritten signature in black ink, appearing to read "Joseph R. Fuentes". The signature is fluid and cursive, with a large initial "J" and "F".

Joseph R. Fuentes  
Colonel  
Superintendent



**S.O.P. D10  
ANNEX A**

**State of New Jersey**  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
POST OFFICE BOX 7068  
WEST TRENTON NJ 08628-0068  
(609) 882-2000

**REQUEST FOR IDENTIFICATION AND  
INFORMATION TECHNOLOGY SECTION SUPPLIES**

| Number | Description  | Amount |
|--------|--|--------|
| 15     | Criminal Fingerprint Card  |        |
| 15A    | Custody Receipt Fingerprint Card (Institution)                           |        |
| 15B    | Sex Offender Fingerprint Card  |        |
| 19     | Applicant Fingerprint Card (Includes Firearms)                           |        |
| 55     | Envelopes (Fingerprints/Documents)                                       |        |
| 212A   | Request for Criminal History for a Non-Criminal Justice Purpose (Yellow) |        |
| 24     | Photo Mount Cards  |        |
| 16     | Disposition Form   |        |
| 19     | Death Notice (Applicant Card to be Used)                                 |        |
|        |  |        |
|        |  |        |
|        |  |        |

**\*\*\* PLEASE COMPLETE ENTIRE BOTTOM SECTION \*\*\***

**FACSIMILE ORDERS MAY BE SENT TO:  
(609) 538-0544 ATTN.: IRU**

ORI # \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_ Agency \_\_\_\_\_

Attn.: \_\_\_\_\_ Address \_\_\_\_\_

S.B.I. 087 (Rev. 08/06) (S.O.P. D10)



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CRIMINAL

Type or print - use black ink

US CITIZEN

YESNO

DATE OF BIRTH

PLACE OF BIRTH

SEX

RACE

HEIGHT

WEIGHT

HAIR

EYES

SOCIAL SECURITY NUMBER

JUVENILE FINGERPRINT SUBMISSION

YES

TREAT AS ADULT

YES

S#

B

I

LEAVE THIS SPACE BLANK

RESIDENCE OF PERSON FINGERPRINTED

ALIASES / MAIDEN NAME / ADDITIONAL DOB

SBI NUMBER

MARKS / SCARS / AMPUTATIONS / MISC. NUMBERS / TATTOOS

SUMMONS / WARRANT / INDICTMENT / ACCUSATION NUMBERS

SIGNATURE OF PERSON FINGERPRINTED

CONTRIBUTOR / ADDRESS / ORI NO.

CHARGE & STATUTE (Disposition if Known)

SUMMONS / WARRANT / INDICTMENT / ACCUSATION NUMBERS

CONTRIBUTOR'S CASE NUMBER

D.V. ARREST

YES

NO

GANG RELATED

YES

NO

IMPRESSIONS TAKEN BY

DATE TAKEN

DATE ARRESTED

DATE OF OFFENSE

COUNTY OF ARREST

MUNICIPAL CODE

1. RIGHT THUMB

2. RIGHT INDEX

3. RIGHT MIDDLE

4. RIGHT RING

5. RIGHT LITTLE

6. LEFT THUMB

7. LEFT INDEX

8. LEFT MIDDLE

9. LEFT RING

10. LEFT LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

LEFT THUMB

RIGHT THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

STATE OF NEW JERSEY  
STATE POLICE, STATE BUREAU OF IDENTIFICATION  
BOX 7068, WEST TRENTON, NEW JERSEY 08628-0068  
(609) 882-2000, Ext. 2451

SBI-15 (Rev. 03/06)

|            |                      |
|------------|----------------------|
| OCCUPATION | EMPLOYER AND ADDRESS |
|------------|----------------------|

BRIEF HISTORY OF CRIME(S)

|                                      |                    |
|--------------------------------------|--------------------|
| NAME AND ADDRESS OF NEAREST RELATIVE | SENTENCE DATE      |
| ACCOMPLICES: (NAME AND ADDRESS)      | AGGREGATE SENTENCE |

**INSTRUCTIONS:** To Sheriffs, Chiefs of Police, members of the State Police and other law enforcement officers.

**N.J.S.A. 53:1-15 and 53:1-18.1 require you to:** Fingerprint any adult arrested for an indictable, shoplifting or drug offense. Charged in an indictment/accusation and not previously fingerprinted for the charges. Charged on a complaint summons signed by a law enforcement officer with an indictable offense. Convicted of a nonindictable offense and the identity of the person convicted is in question. Arrested and believed to be wanted or believed to be a habitual criminal.

**N.J.S.A. 2A:4A - 61a (3) requires you to:** Fingerprint a juvenile 14 years of age or older if charged with delinquency on the basis of an act which, if committed by an adult, would constitute a crime.

**N.J.S.A. 2A:4A-61c requires you to:** Fingerprint a juvenile that is adjudicated delinquent on the basis of an act which, if committed by an adult, would constitute a crime.

**Without delay, forward this card together with a Federal card, if required, in envelope provided to:**

State Bureau of Identification  
P.O. Box 7068,  
West Trenton, NJ 08628-0068

|   |  |                       |
|---|--|-----------------------|
| <b>STATE OF NEW JERSEY<br/>DEPARTMENT OF LAW AND PUBLIC SAFETY<br/>DIVISION OF STATE POLICE<br/>DEFENDANT IDENTIFICATION<br/>REQUEST FORM</b> | <b>DEFENDANT'S NAME</b><br>John Doe                          | <b>DATE</b><br>051097 |
|   | <b>ADDRESS</b><br>45 Main Street<br>Vernon, New Jersey 07148 |                       |

Pursuant to *N.J.S.A. 53:1-15* and *N.J.S.A. 53:1-18.1*, you are hereby requested to report to the Sussex  
State Police facility located at Rt. 206, Augusta, NJ on Friday, 051697  
at 10 (a.m.) p.m. for identification procedures relative to the charge of Possession of Marijuana  
which has been filed against you.

If you cannot appear on the date and time stated, contact the State Police at (201) 999-9999  
without delay.

**NOTICE:**

ANY PERSON WHO REFUSES TO SUBMIT TO SUCH IDENTIFICATION PROCEDURES (AS OUTLINED IN  
*N.J.S.A. 53:1-15* AND *N.J.S.A. 53:1-18.1*) SHALL BE A DISORDERLY PERSON PURSUANT TO *N.J.S.A.*  
*2C:29-1* AND WILL BE PROSECUTED BY THE NEW JERSEY STATE POLICE.

|                           |                            |        |                |
|---------------------------|----------------------------|--------|----------------|
| NAME: Last                | First                      | Middle | S.B.I. Number: |
| Doe                       | John                       | Robert | 2222           |
| Date of Birth:            | Social Security Number:    |        |                |
| 060250                    | 111-11-1111                |        |                |
| Arresting Agency/Station: |                            |        |                |
| NJSP Sussex               |                            |        |                |
| Date of Arrest:           | Contributor's Case Number: |        |                |
| 051097                    | C07997023                  |        |                |
| Charge:                   |                            |        |                |
| Aggravated Assault        |                            |        |                |

S.B.I. 24 (Rev. 4/96) S.O.P. D10

**SEX OFFENDER***Type or print - use black ink*

|   |    |                |  |                 |  |  |      |   |   |      |      |                        |
|---|----|----------------|--|-----------------|--|--|------|---|---|------|------|------------------------|
| <b>US CITIZEN</b>                                     |    | DATE OF BIRTH  |  | PLACE OF BIRTH  |  | SEX                                    | RACE | HEIGHT                                  | WEIGHT  | HAIR | EYES | SOCIAL SECURITY NUMBER |
| YES   | NO |                |  |                 |  |  |      |   |   |      |      |                        |
| ACTUAL RESIDENCE OF PERSON FINGERPRINTED              |    |                |  |                 |  | ALIASES / MAIDEN NAME / ADDITIONAL DOB |      |   |   |      |      | SBI NUMBER             |
| MAILING ADDRESS OF PERSON FINGERPRINTED               |    |                |  |                 |  | CONTRIBUTOR / ADDRESS / ORI NO.        |      |   | <p>In accordance with the provisions of <u>N.J.S.A. 2C:7-2</u>, I acknowledge that I have been advised of my duty to register and re-register as a sex offender. I know that I must advise the local/State Police whenever I change my registration address. I am aware that failure to register or re-register is a crime pursuant to <u>N.J.S.A. 2C:7-2a</u>.</p> |      |      |                        |
|   |    |                |  |                 |  |  |      |   |   |      |      |                        |
| MARKS / SCARS / AMPUTATIONS / MISC. NUMBERS / TATTOOS |    |                |  |                 |  | CONTRIBUTOR'S USE ONLY                 |      |   | SIGNATURE OF PERSON FINGERPRINTED   |      |      |                        |
| IMPRESSIONS TAKEN BY                                  |    |                |  | DATE TAKEN      |  |  |      |   | <p><b>X</b> _____</p>   |      |      |                        |
| 1. RIGHT THUMB  |    | 2. RIGHT INDEX |  | 3. RIGHT MIDDLE |  | 4. RIGHT RING                          |      | 5. RIGHT LITTLE                         |   |      |      |                        |
| 6. LEFT THUMB   |    | 7. LEFT INDEX  |  | 8. LEFT MIDDLE  |  | 9. LEFT RING                           |      | 10. LEFT LITTLE                         |   |      |      |                        |
| LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY                |    |                |  | LEFT THUMB      |  | RIGHT THUMB                            |      | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY |   |      |      |                        |

INITIAL  
REGISTRATION

YES

S#  
B  
I

RE-REGISTRATION

YES



LEAVE THIS SPACE BLANK



STATE OF NEW JERSEY  
STATE POLICE, STATE BUREAU OF IDENTIFICATION  
BOX 7068, WEST TRENTON, NEW JERSEY 08628-0068  
(609) 882-2000, Ext. 2451

SBI-15B (Rev. 10/01)

|   |                              |   |   |                      |       |
|---|------------------------------|---|---|----------------------|-------|
| OCCUPATION  |                              | EMPLOYER AND ADDRESS (List Name and Address of School if a Student) |   |                      |       |
| <b>SEX OFFENSE INFORMATION</b>  |                              | <i>Use the Miscellaneous Block for Additional Crime(s)</i>          |   |                      |       |
| CHARGE & STATUTE  |                              | VICTIM AGE  | DISPOSITION: <input type="checkbox"/> CONVICTED<br><input type="checkbox"/> NOT GUILTY BY REASON OF INSANITY<br><input type="checkbox"/> ADJUDICATED DELINQUENT |                      |       |
|   |                              | VICTIM SEX  |   |                      |       |
| DATE ARRESTED   | INDICTMENT/ACCUSATION NUMBER | NAME OF COURT AND STATE   |   | SENTENCE DATE        |       |
| MODUS OPERANDI: INCLUDE INITIAL CONTACT WITH VICTIM, I.E. LURED VICTIM WITH CANDY, ALCOHOL, DRUGS, COMPUTER PORNOGRAPHY, BABYSITTER, ETC. |                              |   |   | AGGREGATE SENTENCE   |       |
| CHARGE & STATUTE  |                              | VICTIM AGE  | DISPOSITION: <input type="checkbox"/> CONVICTED<br><input type="checkbox"/> NOT GUILTY BY REASON OF INSANITY<br><input type="checkbox"/> ADJUDICATED DELINQUENT |                      |       |
|   |                              | VICTIM SEX  |   |                      |       |
| DATE ARRESTED   | INDICTMENT/ACCUSATION NUMBER | NAME OF COURT AND STATE   |   | SENTENCE DATE        |       |
| MODUS OPERANDI: INCLUDE INITIAL CONTACT WITH VICTIM, I.E. LURED VICTIM WITH CANDY, ALCOHOL, DRUGS, COMPUTER PORNOGRAPHY, BABYSITTER, ETC. |                              |   |   | AGGREGATE SENTENCE   |       |
| TEMPORARY ADDRESS (VACATION, ETC.)  |                              |   |   |                      |       |
| GPS COORDINATES   |                              |   |   |                      |       |
| VEHICLE MAKE  | MODEL                        | YEAR  | COLOR   | LICENSE PLATE NUMBER | STATE |
| BRIEF DESCRIPTION OF THE CRIME(S)   |                              |   |   |                      |       |

**INSTRUCTIONS:** To All Registering Agencies:

*N.J.S.A. 2C:7-2* requires sex offenders, and sex offenders who commit other predatory acts against children, to register with your agency.

*N.J.S.A. 2C:7-4* requires registration on fingerprint card (SBI-15B). Forward to the county prosecutor (photo must be stapled to the SBI-15B). County prosecutor will forward to the SBI.

|  |                          |  |    |  |             |   |      |               |        |      |      |
|--|--------------------------|--|----|--|-------------|---|------|---------------|--------|------|------|
| LEAVE BLANK  |                          | CRIMINAL                                   |    | (STAPLE HERE)  |             |   |      | LEAVE BLANK   |        |      |      |
|  |                          |  |    | STATE USAGE <input type="checkbox"/> NFF SECOND <input type="checkbox"/> SUBMISSION <input type="checkbox"/> APPROXIMATE CLASS <input type="checkbox"/> AMPUTATION <input type="checkbox"/> SCAR |             |   |      |               |        |      |      |
| STATE USAGE  |                          | LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX |    |  |             |   |      |               |        |      |      |
| SIGNATURE OF PERSON FINGERPRINTED                            |                          | SOCIAL SECURITY NO.                        |    |  | LEAVE BLANK |   |      |               |        |      |      |
| ALIASES/MAIDEN<br>LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX |                          |  |    |  |             |   |      |               |        |      |      |
| FBI NO.  | STATE IDENTIFICATION NO. | DATE OF BIRTH                              | MM | DD   | YY          | SEX                                     | RACE | HEIGHT        | WEIGHT | EYES | HAIR |
|  |                          |  |    |  |             |   |      |               |        |      |      |
| 1. R. THUMB  | 2. R. INDEX              | 3. R. MIDDLE                               |    | 4. R. RING   |             |   |      | 5. R. LITTLE  |        |      |      |
|  |                          |  |    |  |             |   |      |               |        |      |      |
| 6. L. THUMB  | 7. L. INDEX              | 8. L. MIDDLE                               |    | 9. L. RING   |             |   |      | 10. L. LITTLE |        |      |      |
|  |                          |  |    |  |             |   |      |               |        |      |      |
|  |                          | L. THUMB                                   |    | R. THUMB   |             | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY |      |               |        |      |      |
|  |                          | LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY     |    |  |             |   |      |               |        |      |      |

**FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D.C. 20537**

PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.

|   |  |  |   |  |
|---|--|--|---|--|
| JUVENILE FINGERPRINT<br>SUBMISSION YES <input type="checkbox"/>   |  | DATE OF ARREST<br>MM DD YY             | ORI<br>CONTRIBUTOR<br>ADDRESS<br>REPLY YES <input type="checkbox"/><br>DESIRED? |  |
| TREAT AS ADULT YES <input type="checkbox"/>   |  |  |   |  |
| SEND COPY TO:<br>(ENTER ORI)  |  | DATE OF OFFENSE<br>MM DD YY            | PLACE OF BIRTH (STATE OR COUNTRY)   | COUNTRY OF CITIZENSHIP   |
| MISCELLANEOUS NUMBERS   |  | SCARS, MARKS, TATTOOS, AND AMPUTATIONS |   |  |
|   |  | RESIDENCE/COMPLETE ADDRESS             |   |  |
|   |  |  | CITY  | STATE  |
| OFFICIAL TAKING FINGERPRINTS<br>(NAME OR NUMBER)  |  | LOCAL IDENTIFICATION/REFERENCE         |   | PHOTO AVAILABLE? YES <input type="checkbox"/><br>PALM PRINTS TAKEN? YES <input type="checkbox"/> |
| EMPLOYER: IF U.S. GOVERNMENT, INDICATE SPECIFIC AGENCY.<br>IF MILITARY, LIST BRANCH OF SERVICE AND SERIAL NO. |  |  | OCCUPATION  |  |
| CHARGE/CITATION<br>1.   |  |  | DISPOSITION<br>1.   |  |
| 2.  |  |  | 2.  |  |
| 3.  |  |  | 3.  |  |
| ADDITIONAL  |  |  | ADDITIONAL  |  |
| ADDITIONAL INFORMATION/BASIS FOR CAUTION  |  |  | STATE BUREAU STAMP  |  |

**CJIS SUPPLY REQUISITION FORM**

Use this form for ordering supplies from the Criminal Justice Information Services Division

| To: Federal Bureau of Investigation<br>Attention: Logistical Support Unit (LSU), CJIS Division<br>1000 Custer Hollow Road<br>Clarksburg, WV 26306 |   |                          | Date:                  |
|---|---|--------------------------|------------------------|
| Form Number   | Description   | Quantity<br>without ORI# | Quantity*<br>with ORI# |
| FD-249  | Arrest and Institution Fingerprint Cards<br>(white card with red ink)     |                          |                        |
| FD-258  | Applicant Fingerprint Cards<br>(white card with blue ink)                 |                          |                        |
| FD-353  | Personal Identification Fingerprint Cards                                 |                          |                        |
| FD-884  | Palm Prints (white card with red ink)                                     |                          |                        |
| Live Scan Card  | Completely Blank (white card)   |                          |                        |
| R-84  | Final Disposition Report Form   |                          |                        |
| I-12  | Flash/Cancellation Notice   |                          |                        |
| 1-433a  | Supervision Transfer Notice   |                          |                        |
| <b>ENVELOPES (8¾" x 8¾" self-addressed)</b>   |   |                          |                        |
|   | Manila Envelopes (Used in mailing Criminal & Federal applicant prints)    |                          |                        |
|   | Blue Envelopes (Use for mailing "direct billing" prints)                  |                          |                        |
|   | Green Envelopes (Used when payment is enclosed with prints)               |                          |                        |
|   | ABA Envelopes<br>with Packing Slip (Used only by American Bankers Assoc.) |                          |                        |

\* Total number of individual cards, forms, envelopes, etc.

**Facsimile Orders may be sent to (304) 625-3984****Service Numbers:** Questions concerning your **supply orders** may be directed to **LSU** at (304) 625-3983For questions regarding the appropriate **selection and use** of materials listed on this form, call (304) 625-2000 and request the **Forms Information Line**.To speak with someone about available fingerprint **training materials, instructional aids, and/or to order instructional materials**, Call (304) 625-2000, and request the **Fingerprint Training Information Line**.**Please type or print information**

ORI Number \_\_\_\_\_ (must be furnished)

Agency \_\_\_\_\_ Delivery Hours \_\_\_\_\_

Agency point of contact &amp; telephone # \_\_\_\_\_

Complete shipping address (**no P.O. Box, if possible**) \_\_\_\_\_

City, State and Zip Code # \_\_\_\_\_