



NJ FORM SBI 212A REQUEST FOR CRIMINAL HISTORY APPLICANT INSTRUCTIONS

- 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.

- Fill in the nine digit Originating Agency Identification Number (ORI) number.

OUR BLOOMINGTON (ORI) NUMBER IS: NJ0160100

- 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. **(SEE NOTE BELOW)**
- 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.
- More detailed information can be found by clicking on the **Help Tab**, located on the top right side of the page.

NOTE: Please bring copy of the email confirmation and receipt when submitting applications to the Bloomington Police Department.