Fingerprint Processes

Pre-Enrollment and Scheduling Instructions for the New Jersey Division of Gaming Enforcement Office in Atlantic City, NJ:

The DGE Records and Identification Unit, located at the Arcade Building at 1325 Boardwalk on the corner of Tennessee Ave & the Boardwalk in Atlantic City, New Jersey, has the ability to process fingerprints for DGE.

To be fingerprinted at the DGE Identification Unit in Atlantic City, NJ, you must go to IdentoGO's website or visit the following website directly https://uenroll.identogo.com to pre-enroll and schedule your appointment.

1. First you will be prompted to enter a **Service Code** that corresponds to the registration, license, or qualification for which you are applying.

The **Service Codes** have been designed by IdentoGo and assigned to the DGE to ensure that applicants are not accidentally or incorrectly processed for a service that is not required. Below is a list of DGE registration, license, and qualification types along with the corresponding Service Codes for those individuals who wish to be printed **at the DGE Records and Identification Unit in Atlantic City, NJ**. The below listed Service codes should be utilized **ONLY** by those individuals wishing to be fingerprinted at the DGE location, located at 1325 Boardwalk on the corner of Tennessee Ave & the Boardwalk in Atlantic City, NJ:

Registration/License/Qualification	Service Code
Casino Employee Registration (35)	Service Code 2F12GJ
Casino Key Employee License Application (11)	Service Code 2F12QV
Casino License Application/ Qualifier	Service Code 2F1132
Casino Service Industry License Application/Qualifier	Service Code 2F12X4

2. After entering the service code, an applicant will then have to select the "schedule or manage appointment" link on the IdentoGO site.
3. At this point, the applicant is then prompted to enter the name, date of birth, and contact information. Click the Next button.
4. In the next screen, the applicant will be asked to enter a Contributor Case Number. For the DGE, enter **NJDGE** for all case types**.** Please leave the miscellaneous field blank. Click the next button.
5. The applicant must enter citizenship information and click the next button.

*Note: The DGE is governed by the OL4A law and if that field cannot be completed, the person should contact DGE for further instructions.

6. The applicant must address personal questions and click the next button.
7. The applicant must enter personal information and click the next button.
8. The applicant must enter the address and click the next button.
9. The applicant must answer questions with respect to identifying documents and click the next button. See #5 above.
10. In the location tab, the applicant must enter **SP-NJDGEATLANTICCITY** and click search. Then click next. (This code is only used if you want to be printed at the DGE office in Atlantic City, NJ)
11. A window will pop up which will allow the applicant to select the first available date(s) and time(s) at the DGE Records and Identification location in Atlantic City, NJ.
12. Once the applicant has made the selection, the submit button must be clicked to confirm the appointment.

DIRECTIONS TO FINGERPRINTING OFFICE IN ATLANTIC CITY

Via Atlantic City Expressway – Take AC Expressway into Atlantic City. AC Expressway becomes Christopher Columbus Blvd. Turn left onto Atlantic Ave (3rd traffic light). Follow Atlantic Ave to Tennessee Ave. Make right onto Tennessee Ave. Follow Tennessee Ave across Pacific Ave to the Boardwalk. Office is on your left at Tennessee and the Boardwalk.

Via Garden State Parkway – Take Garden State Parkway Exit #38 towards Atlantic City onto Atlantic City Expressway. Take AC Expressway into Atlantic City. AC Expressway becomes Christopher Columbus Blvd. Turn left onto Atlantic Ave (3rd traffic light). Follow Atlantic Ave to Tennessee Ave. Make right onto Tennessee Ave. Follow Tennessee Ave across Pacific Ave to the Boardwalk. Office is on your left at Tennessee and the Boardwalk.

From Philadelphia, PA – Take Walt Whitman Bridge into New Jersey. Follow Route 42 South to Atlantic City Expressway. Take AC Expressway into Atlantic City. AC Expressway becomes Christopher Columbus Blvd. Turn left onto Atlantic Ave (3rd traffic light). Follow Atlantic Ave to Tennessee Ave Make right onto Tennessee Ave. Follow Tennessee Ave across Pacific Ave to the Boardwalk. Office is on your left at Tennessee and the Boardwalk.

OUT-OF-STATE FINGERPRINT INSTRUCTIONS
Click below for out-of-state fingerprint instructions.

<< Click Here >>