

RECORDS IDENTIFICATION AND FINGERPRINTING UNIT/COVID PROCEDURES

- All applicants must be pre-enrolled through IdentoGO, and all applicants must be pre-scheduled through IdentoGO to be fingerprinted by the DGE. DGE will no longer accept walk-in appointments.
- At the time of your scheduled fingerprint appointment and application submission, anyone entering the building must follow the most recent masking and social distancing policies of the State of New Jersey, effective March 14, 2022. See the section below that details the DGE's Updated COVID 19 Protocols regarding the masking and social distancing policy in effect at this time.
- When persons arrive for their scheduled appointment or any other service, they are required to check -in with the security guard. If the security guard is not present, they should call the ID Unit (609-441-3050) or (609-441-3011) to notify the DGE of their arrival.
- The DGE lobby will be arranged to maximize social distancing between individuals to the greatest extent possible.
- Only applicants and registrants will be permitted in the Arcade Building. Applicants and registrants should not bring children or other individuals to their appointment.
- All applications must be completed in their entirety prior to the appointment.
- If an applicant is unprepared or late, the applicant may be required to reschedule the appointment.

A sign will be posted on the front door of the Arcade Building with all the Rules and Restrictions, and information is on the DGE website. Please contact the DGE at 609441-3050 for any additional inquiries.

UPDATED COVID 19 PROTOCOLS

Records and ID Bureau (RID)

Arcade Building- Intake Unit

Masking Policy: Effective March 14, 2022, masks and face coverings will no longer be required for state employees, applicants, and visitors to the RID Intake Unit at the Arcade Building when the New Jersey COVID-19 Activity Level (CALI) is low (green) or moderate (yellow). Masks, however, are optional for state employees, applicants, and visitors and may be worn as determined by those individuals. Masks will be required at the Intake Unit at the Arcade Building during periods of elevated community transmission when CALI is high (orange) or very high (red).

As of March 5, 2022, the CALI level is low (green) for Atlantic County and moderate (yellow) Statewide. As a result, Masks are optional at the Intake Unit's public entrance, lobby area, and application/fingerprinting operational areas in the Arcade Building.

Employees, applicants, or visitors to the Arcade building that are recommended to continue to wear a mask include those who are immunocompromised or live with persons at high risk for severe COVID-19 illness and those individuals who are concerned about disease transmission.

Social Distancing: Pursuant to State COVID-19 protocols effective March 14th, 2022, the RID Intake Unit will continue to maximize distance between individuals in public spaces wherever possible for those coming to the Intake Unit located in the Arcade Building for the processing of applications, fingerprinting and credential issuance.