

RAFFLE/SOLICITORS CRIMINAL HISTORY RECORD REQUEST
APPLICANT INSTRUCTIONS

- Instruct your applicant to log on to <https://www.njportal.com/njsp/criminalrecords/> and click on the **ONLINE FORM 212A**, a highlighted block located on the lower left side of the page.
- Provide your applicant with your nine digit Originating Agency Identification Number (ORI).

ORI number: NJ0031100

- The applicant will follow the prompts for demographic and payment information.

PICK LOCAL ORDINANCE

- Upon completion of the form the applicant will receive an email Confirmation & Receipt that will include a confirmation number.
- 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.
- The applicant can find more detailed information by clicking on the **Help Tab, (CHRI Help)** located on the top right side of the page.
- Must provide to the Municipal Clerk Kim-Marie White with a phone number and a copy of the applicant's driver's license. Please email to kwhite@eastampton.com.
- The fee is \$20.00, which should be reimbursed to the applicant by the organization.