

## NEW JERSEY CRIMINAL BACKGROUND CHECKS

### **NJ State Police Name Check**

<https://www.njportal.com/njsp/212b/injportal.com>

1. Click on "Online 212B Form."
2. Under "Purpose of Request" click on "For determining a person's qualification for volunteer work"
3. "Requester Details" are Mary-Beth Smith's information:  
Mary-Beth Smith  
St. Luke's Warren Hospital  
Volunteer Services  
185 Roseberry Street  
Phillipsburg, NJ 08865  
908-847-2046  
marybeth.smith@sluhn.org
4. Second tab - "Subject Details" which is where you enter **your personal information** – name, address, email address, SS#, etc.
5. Third tab - "Review" – review the information you entered.
6. At the bottom of the Review tab it states "Payment By" you need to click on **your name** and it will prompt you to enter your credit card information. The cost is \$12.
7. You and Mary-Beth will be notified via email that a background check has been issued and then you both will be notified when it is complete.