



NEW MILFORD POLICE DEPARTMENT

49 POPLAR STREET • NEW MILFORD, CONNECTICUT 06776

IN SERVICE TO OUR COMMUNITY
SPENCER S. CERRUTO
CHIEF OF POLICE

PUBLIC FINGERPRINTING SERVICE

1st and 3rd Tuesday 3:00pm to 6:00pm
(with the exception of State Holidays and certain inclement weather)

Fingerprint Cost: \$25

Payable by: Cash, Money Order, Bank Check, Business Check
(made payable to Biometric Identification Services)

Credit Cards and Personal Checks are NOT accepted

Fingerprinting services are provided by Biometric Identification Services (B.I.S.). Any questions can be directed to B.I.S. at (888) 436-8778. Additional locations and times, as well as company information can be viewed on their website: <http://www.bioidentserv.com>

- Bring at least one form of government issued identification
- No appointment necessary
- Bring the applicant tracking number/bar code printout from the pre-enrollment process
- Fingerprint services are open to residents of other towns
- Notary Public Services also available (\$5 per item)

TEL: 860 355-3133

Equal Opportunity Employer
NewMilfordpolice.org

FAX: (860) 355-6012

IMPORTANT UPDATE REGARDING FINGERPRINTING

Fingerprint Process: The State of Connecticut has recently changed its fingerprint process. The new fingerprinting portal for CCHRS (Connecticut Criminal History Request System) is now up and running. **You must pre-enroll prior to being fingerprinted.** A working email address and valid credit card are required in order to pre-register.

Please follow the process below regarding fingerprinting for pistol permits:

1. Go to the following website: <https://ct.flexcheck.us.idemia.io/cchrspreenroll/>
2. Fill in Service Code using the proper code: **For a pistol permit application, use the code 0958-E2E1.** This code is specific to the Town of New Milford, and should be used by New Milford applicants only.
3. Click "Submit Service Code". Once you submit the code, you will be asked to verify the code. This code is specific to the reason you are being fingerprinted and is specific to our department. If the screen does not show this information, then you have to try again to ensure that you put in the proper code.
4. Complete the pre-enrollment information fields. Mandatory fields are in bold and are highlighted in blue. You won't be able to submit if you forget to complete a mandatory field. Once complete, click "Submit Pre-Enrollment".
5. After completing the pre-enrollment steps, a confirmation screen will appear indicating the charge for pre-enrolling. For example, a pistol permit requires a \$88.25 payment. Click "Continue" to be taken to a secure checkout area. You will then have to complete the payment by using a MasterCard or Visa credit card. You may, however, not be charged depending on the reason you are being fingerprinted. You will simply get a confirmation page with a tracking number and bar code.
6. Once payment (if required) is complete, you will receive a PDF with an Applicant Tracking Number. This page will also be emailed to the email you provided. Please print and bring this Application Tracking Number to the New Milford PD so Biometric Identification Services (BIS) can complete the fingerprinting process. (Note that with this bar code, you can be fingerprinted by any agency that offers BIS printing services)
7. When you turn your fingerprints in to either a police department or another agency, you must provide the printout containing your applicant tracking number and bar code, as well as the "FBI Privacy Act Statement" form and the "Noncriminal Justice Applicant's Privacy Rights" form. These forms are attached below.

As a reminder, you may be printed by BIS at New Milford Police Department every Tuesday from 3:00pm to 6:00pm- no appointment is required. The fee of \$25 will be collected by BIS in the form of cash, money order, bank check or business check – they do NOT accept personal checks or credit cards. The rest of the fees will be paid through the pre-enrollment system.



Connecticut Criminal History Request System

PreEnrollment



Your use of Pre-Enrollment implies that you are acknowledging that you are submitting a pre-enrollment request for a fingerprint-based criminal history check and that you are an authorized recipient of said information within the State of Connecticut.

NOTE: You can also have a subject PreEnroll themselves with the appropriate 'Service Code' (below) and have them go to the public pre-enrollment website:

<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/>

Service Code	Type
0CF6-ACEB	Contractor-Criminal Justice Administration
3987-87B6	Contractor-Noncriminal Justice Functions
5FAA-1320	Contractor-Private Dispatch Employee
3CB9-AD9C	Criminal Justice Employment
3FAA-CB6F	Criminal Justice Site Security
EBB7-2BC3	Fine Art Secured Lender License
0FE3-141D	Pawnbroker License
0958-E2E1	Pistol Permit
75EA-0542	Precious Metals and Stone Dealers License
D1F6-9C82	Privatized CJ Function
4AF0-8DDD	Second Hand Dealer License
51DA-9306	State Only Fingerprint Support Search
9594-385F	Town Dispatch Employee
BFC7-0BBE	Police Department Ridealong Applicant
E721-A3BC	Town Community Relations Volunteer
BACC-FEC6	Town Fire Department Volunteer
1AA3-9096	Town Liquor Permit
4FFB-0EBA	Town Raffle/Bingo Permit
E064-4996	Town Solicitor/Peddler Permit
22D7-3075	Town Vendor Permit