



MT. HOLLY FIRE DISTRICT NO. 1

CRIMINAL HISTORY RECORD (CHR) PROCEDURE

1. Applicant will access the following website to obtain their criminal history report (CHR): <https://uenroll.identogo.com>.
2. The cost associated with fingerprinting and reporting of the CHR will be paid by the applicant.
3. Enter Service Code: 2F1BF3
4. Complete the online CHR form
 - a. Employer Name (MUST be entered exactly as shown):
Mount Holly Fire District
PO Box 741
Mount Holly, NJ 08060
 - b. Contributor Case Number: EMPLOYER
5. Follow the prompts to schedule the appointment
6. Print, or save, the Status Summary page and email to rdonnelly@mounthollyfire.org. In the email subject line, please enter "Applicant Status Summary".
7. At the time of fingerprinting, obtain your PCN/TCN number, which should be listed on your receipt. Please check the receipt provided to you at the time of fingerprinting. If you do not see your PCN/TCN number, please ask the Identogo representative before you leave the facility. You can obtain your PCN/TCN by visiting <https://uenroll.identogo.com> or by contacting Identogo Customer Service at 1-877-503-5981.
8. Email your PCN/TCN number to rdonnelly@mounthollyfire.org. In the email subject line, please enter "PCN-TCN".