



DENVILLE TOWNSHIP POLICE DEPARTMENT
MASSAGE, BODYWORK AND SOMATIC THERAPY ESTABLISHMENTS
ANNUAL LICENSE RENEWAL
CRIMINAL BACKGROUND CHECK INSTRUCTIONS



Denville Township Ordinance 4-13 et seq. requires all Massage, Bodywork and Somatic Therapy Establishment owner/operators and their employees, who are not licensed through the State pursuant to N.J.S.A. 45:11-76 and N.J.S.A. 45-11-80, to be subject to a Criminal History Background Check as a part of the establishment's permit renewal process.

In order to conduct the Criminal History Background Check, the applicant and/or applicant's employees must request their Criminal History Record from the New Jersey State Police by logging onto the following website and selecting Online Form 212A:

<https://www.njportal.com/njsp/criminalrecords/>

When prompted, the applicant must enter the Denville Township Police Department's ORI Number, **NJ0140800**. Entering the correct ORI Number is essential for the proper processing of the request. Failure to enter the proper number will result in a delay in processing your permit application or may result in a denial of a permit due to failure to provide the required Criminal History records.

After entering the ORI Number, the applicant should continue to follow the prompted instructions in entering their required demographic information. Upon reaching the Filing page, the applicant must select **Local Ordinance** under the **Reason for Filing Request** prompt. A new dialogue box will open entitled **Description of Reason for Filing Request**. Please enter the following information in this box:

Massage, Bodywork and Somatic Therapy Permit – Ord. 4-13

After providing all of the required information, please review your answers to ensure their accuracy prior to validating and paying for the request. There is a \$20 fee for the Criminal History Record Request, which is payable through the website via Visa, MasterCard, Discover, or American Express credit cards or via debit card. This is a non-refundable fee and the cost is the responsibility of the applicant.

If you should have any questions as to this process, please contact one of the following:

Denville Township Health Department
Health Officer Carlos Perez
973-625-8300 x 261

or

Denville Township Police Department
Det. Lt. Jeffrey Tucker
973-627-4900 x 334

Note: This process is for renewal applications only. Any new applicants and/or new unlicensed employees must be fingerprinted as part of their Criminal History Background Check.