

**Passenger and School Bus Fingerprinting Information and Application**

*Please fill this out, print, and sign by hand prior to visiting an Agency*

**INFORMATION FLYER AND DECLARATION**

To obtain a Commercial Driver License (CDL) with a passenger endorsement or a passenger/school bus endorsement, an applicant must be fingerprinted as part of the background records check. Even if a passenger endorsement is issued, the New Jersey Motor Vehicle Commission (MVC) reserves the right to suspend the passenger endorsement upon further review of your driver history record, the receipt of a disqualifying criminal conviction or convictions, or a disqualifying medical/physical condition. Please refer to the CDL Manual for causes for disqualification or suspension of a passenger or passenger/school bus endorsement privilege.

**FINGERPRINTING PROCESS**

Effective February 17, 2020, passenger (P) endorsement applicants must schedule a fingerprint appointment with the State's fingerprint vendor at the company's website, <https://uendroll.identogo.com>. Applicants who do not have internet access may schedule an appointment by contacting Identogo at 1-877-503--5981. Applicants will be required to make a one-time payment to cover all required background checks and vendor fees. Fees will be payable at the time of service. Visa, MasterCard or money orders and checks are acceptable forms of payment. No cash will be accepted. Please make money orders payable to Identogo.

**FOLLOW THE PROCEDURE THAT APPLIES TO YOU**

- 1. SCHOOL BUS OPERATORS UNDER THE JURISDICTION OF THE DEPARTMENT OF EDUCATION (N.J.S.A. 18A:39-19.1):** When an appointment for your fingerprinting is made, your employer should provide you with a form containing specific identifying information that is required by Identogo. Upon application to the MVC Agency for the passenger/school bus endorsement, each applicant must submit a copy of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration medical examiner certificate and this declaration with all information completed. *If you leave employment as a bus driver under the Department of Education and apply for employment as a bus driver with the Department of Human Services or a private/parochial school, you will be required to be fingerprinted under N.J.S.A. 39:3-10.1*
- 2. SCHOOL BUS DRIVERS FOR PRIVATE/PAROCHIAL SCHOOLS NOT UNDER THE JURISDICTION OF THE DEPARTMENT OF EDUCATION, OR DEPARTMENT OF HUMAN SERVICES (N.J.S.A. 39:3-10.1):** If you are following this procedure, you must be fingerprinted pursuant to N.J.S.A. 39:3-10.1. Upon application to the MVC Agency for the passenger/school bus endorsement, each applicant must submit a copy of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration medical examiner certificate and this declaration with all information completed. *If you leave employment with the Department of Human Services or the private/parochial school and apply for employment with the Department of Education, you must be fingerprinted under N.J.S.A. 18A:39-19.1.*
- 3. ALL PUBLIC TRANSPORTATION OPERATORS (BUSES & LIMOUSINES) (N.J.S.A. 39:3-10.1):** If you are following this procedure, you will be fingerprinted under N.J.S.A. 39:3-10.1. Upon application to the MVC Agency for the passenger endorsement, each applicant must submit a copy of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration medical examiner certificate and this declaration with all information completed. *If you leave employment with public transportation and apply for employment with the Department of Education or Department of Human Services, you must be fingerprinted in accordance with the laws governing school bus drivers under their jurisdiction.*

**DECLARATION**

I will  I will not (check one) be transporting school-age children under the jurisdiction of the Department of Education. (If you check "I will," you must follow procedure #1. If you check "I will not," you must follow procedure #2 or #3). I have read the above information and understand that should the MVC Bus Application Unit find that I am disqualified as a result of the medical examiner certificate, driver history record

and/or criminal background check, the passenger endorsement along with the school bus endorsement will be subject to suspension.

PRINT NAME \_\_\_\_\_ DL#: \_\_\_\_\_

EMPLOYER'S NAME & ADDRESS: \_\_\_\_\_

Check the one that applies to you:

DOE  DHS/Day Care  Private/Parochial School  Public Transportation

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I, the applicant, certify that the statements on this declaration are true. I am aware that if any the statements are willfully false, I am subject to administrative, civil, or criminal penalty.

DR-14 (R2/20)

**FOR MVC USE ONLY**

