

**POLICE DEPARTMENT**  
Township of Little Falls

225 Main Street  
Little Falls, New Jersey 07424

Phone: (973) 256-0200  
Fax: (973) 256-2542

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**Applicant Instructions for Submission of Request for  
Criminal History Record Information-Online 212A Form**

- First you must go onto the Internet and go to:  
<https://www.njportal.com/njsp/criminalrecords/>
- Next you will need to provide our agency ORI number which is:  
**NJ0160500**
- Follow the on screen prompts for demographic and payment information (\$20.00 fee)
- Upon completion of the online form, you will receive an email with a receipt and confirmation number. You must print a copy of the confirmation and submit it to the Little Falls Police Department along with your application.
- Your submission will be reviewed by our agency, and then submitted to the NJ State Police for processing.
- If you need further assistance in submitting your request, you can find more detailed information by clicking on the **Help Tab**, located on the top right side of the page.