



# Vineland

## FIRE DEPARTMENT

Richard G. Franchetta  
*Director of Fire*

Luigi Tramontana Jr  
*Chief of Department*

---

### FINGERPRINTING PROCEDURE FOR VOLUNTEER FIREFIGHTER APPLICANTS

Volunteer firefighter applicants must produce this form to:

City of Vineland Police Department  
111 North 6<sup>th</sup> Street  
Vineland NJ 08360

Hours of availability for fingerprinting:  
**Monday thru Friday**  
**8:00a – 5:00p**

Volunteer firefighter applicants are to report to the front desk at the Police Department. Advise the officer at the desk that you are there to be fingerprinted as a volunteer firefighter.

Provide a copy of this document to the officer completing the fingerprinting. Volunteer firefighter applicants are to be fingerprinted on the Livescan machine under **Applicant Query**. The reason for fingerprinting is **PSV N.J.A.C. 13:59-1.1 Public Safety Volunteer**. The document type must be changed to **XS State Card**. Both of the fields listed above are drop down menus. The fields must be changed as noted above or the state will reject the cards.

There is no fee to be fingerprinted under this category. The officer completing the fingerprinting **must create a case incident number and put the OCA#** on the card under the case number so responses and information is forwarded to the Fire Department. In the created case incident, indicate **Volunteer Firefighter Applicant**. In the narrative section of the report, the applicant's personal identifying information should be entered (e.g. Name, Address, Date of Birth, Social Security Number, etc...). Also include in the narrative the reason for fingerprinting is **"Volunteer Firefighter Applicant."**

Should you have any questions regarding this procedure, please contact:

Deputy Chief  
Mark Cifaloglio  
Vineland Fire Department  
856.691.2480 x4742

or

Director of Fire  
Richard Franchetta  
Vineland Fire Department  
856.794.4000 x4390