

## **Background Investigation Instructions**

1. Click on the link on following page.
2. Click on the link on bottom left corner of page for Form 212B.
3. On first page of form:
  - A. Click “For official government purpose”
  - B. Fill in “Requestor Details” as follows:
    1. Name: LBTPD
    2. Email: [afiorentino@lbtpd.org](mailto:afiorentino@lbtpd.org)
    3. Confirm Email: [afiorentino@lbtpd.org](mailto:afiorentino@lbtpd.org)
    4. Phone: 609-494-3322
    5. Street Address: 6805 Long Beach Boulevard
    6. City: Brant Beach
    7. State: NJ
    8. Zip: 08008
  - C. Click “Continue”
4. On second page, fill in your information and click “Continue”
5. On third page, verify the information you have inputted and click on payment option.
6. You will receive a confirmation email from State Police. Please forward a copy of this confirmation to LBTPB at [renee@lbtbp.com](mailto:renee@lbtbp.com).

Thank you.

Long Beach Township  
Police Department  
6805 Long Beach Boulevard  
Brant Beach, New Jersey 08008



Emergency 9-1-1  
Non-Emergency  
609-494-3322  
Fax: 609-494-6504

## Long Beach Township Police Department

### Instructions for Background Investigations for Employment Purposes

1. Log on to <https://www.njportal.com/njsp/212B> and click on the **ONLINE FORM 212B**, a highlighted block located on the lower left side of the page. Please follow the prompts for demographic and payment information. A \$20.00 filing fee is required to complete the online process. For **“Reason for Filing Request”** select **“For official government purpose”**. Upon completion of the form you will receive an email Confirmation & Receipt that will include a confirmation number. You can find more detailed information by clicking on the **Help Tab**, located on the top right side of the page.
2. Contact person for Long Beach Township Police is Detective Angelo Fiorentino [afiorentino@lbtpd.org](mailto:afiorentino@lbtpd.org) . The address will be 6805 Long Beach Boulevard Brant Beach New Jersey 08008. NJSP will then contact Detective Fiorentino by email to advise the clearance status of the background submission. Any questions regarding any portion of this process please contact me in the same manner.

*Thank you in advance for your cooperation and compliance during the process.*

*Detective Angelo Fiorentino # 424*