

Instructions for Criminal Background Check

The criminal history record check is a three phase process for new applicants seeking employment with an educational facility. Step one is the submission of the written authorization for the department to conduct the criminal history record check and the payment of the administrative fee to the Criminal History Review Unit. Step two is to schedule an appointment with Idemia to LiveScan your fingerprint images, and Step three is a criminal record search by the Federal Bureau of Investigation and the New Jersey State Police. Employees eligible for the Archive Submission Process are not required to schedule an appointment with Idemia.

1. All applicants must submit their Application Authorization and Certification by going to the Criminal History website at:

<http://www.nj.gov/education/educators/crimhist>

Click on “File Authorization, Make Electronic Payment for Criminal History Record Check”

Applicant/Employee shall select the first choice “New Administration Fee Request” and then select one of the four options depending on your job position.

Applicant/Employee must complete the Applicant Authorization & Certification (AA&C) form and make the required administrative fee payment with a credit or debit card. The County Code is **Burlington (05)** and the District Code is **Evesham (1420)**.

After the administrative fee payment has been approved, the applicant will be presented with three choices:

1. View and print your Applicant Authorization & Certification (AA&C) confirmation.
2. Complete and print your IdentoGO NJ Universal Fingerprint Form.
3. Schedule your Idemia fingerprinting appointment.

Under the current statute, you are required to pay the cost of the fingerprinting. Payment will be required at the time the appointment is scheduled. Effective June 1, 2019, the cost of fingerprinting is **\$66.05 plus a separate \$11 administrative fee**. Methods of payment are Visa, MasterCard, American Express or Discover credit cards. Bring your new IdentoGO form and present it to Idemia at the time of your LiveScan fingerprinting appointment.

2. Prior to being fingerprinted, you will be required to provide the fingerprint technician with proper identification. Please check the “Required Documents” tab for acceptable documentation.
3. After being fingerprinted, you will be provided with a receipt approved by the New Jersey State Police as evidence of successful completion of the fingerprint process. **Please return the receipt with the PCN number to the personnel office.**
4. If you have previously had your fingerprints taken via Livescan and were processed after February 21, 2003, you may be eligible for the archive process at the reduced rate of \$29.75, which includes the \$11.00 administrative fee. If any of the following information has changed, you must be re-fingerprinted:

First Name	Last Name	Date of Birth	Originating Agency Number
Middle Initial	Social Security Number	Gender	Category

Idemia (formerly MorphoTrust) location:

57 Haddonfield Road, Suite 110
Cherry Hill, NJ 08002

Monday, Tuesday, Thursday, Friday: 9:00AM – 5:00 PM

Wednesday: 12:00PM – 8:00 PM

2nd Saturday & 4th Saturday of the month: 9:00AM – 5:00 PM

Instructions for New Applicants

1. Access the Office of Student Protection's direct web address to begin the process. Click on [Office of Student Protection](#). Click on **"File Authorization and Make Electronic Payment."**
2. Select the first option: **"New Administration Fee Request (New Applicants Only)"** and enter your Social Security number to ascertain if you are eligible for the process. The screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to next screen.
3. Complete the requested applicant information to include the county, district, school or contractor code names furnished to you by your employer) and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form by checking the box.
4. Please complete the required payment information. There is a \$10.00 administrative fee for the department to process the request and issue an approval letter. There will also be an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

You must click the **"Make Payment"** button only one time to complete the transaction.

5. After completing the transaction, you will be presented with three required steps:
 1. View and/or print your New Administration Fee Payment Request confirmation page
 2. View and/or print your Identogo NJ Universal Fingerprint Form
 3. Click here to schedule your fingerprinting appointment with Idemia
6. Select the first option **"View and/or print your New-Administration Fee Payment Request confirmation page"** and print a copy of the receipt by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.
7. Next select the second option **"View and/or print your Identogo NJ Universal Fingerprint Form."** You must print the Identogo NJ Fingerprint Form to use when making your fingerprint appointment and to present it to Idemia at the time of LiveScan fingerprinting.
8. Access the Idemia web page by selecting the third option **"Click here to schedule your fingerprinting appointment with Idemia"** or calling 1-877-503-5981 to schedule a fingerprinting appointment. Effective February 17, 2020, you must use the chart below to choose your Service Code to schedule the appointment.

REASON FOR FINGERPRINTING (Box 4 on the NJ Universal Fingerprint Form)	SERVICE CODE
PUBLIC SCHOOL EMPLOYMENT	2F1FB1
NONPUBLIC SCHOOL EMPLOYMENT	2F19ZQ
SCHOOL BUS DRIVER EMPLOYMENT	2F1GSH
SCHOOL BOARD MEMBER/TRUSTEE	2F1GN4
DOE VOLUNTEER	2F151N
DOE VOLUNTEER NONPUBLIC	2F14XX

9. In about two weeks after you get fingerprinted, you will be able to view and print your **"Applicant Approval Employment History"** by accessing the Office of Student Protection website. Give a copy to your employer.

Archive Application Request Instructions

1. Access the Office of Student Protection's direct web address to begin the process. The web address is: <https://www.nj.gov/education/crimhist>.
2. Click on **"File Authorization and Make Electronic Payment for Criminal History Record Check."**
3. Select the second option: **"Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)."**
4. Please enter your Social Security number to ascertain if you are eligible for the process. Click **"Continue."**
5. Select the appropriate Applicant Authorization and Certification form that is suitable to your job position and employer.
6. Complete the requested applicant information to include the county, district, school or contractor code names furnished to you by your employer) and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form by checking the box. Click **"Next"**
7. Submit your credit card payment. Total payment is \$29.75 (\$28.75 plus a \$1.00 convenience fee charged by the private vendor). Click **"Continue"** and then click **"Make Payment"** at the bottom of the next page.
8. The Payment Confirmation page will state **"Your ePayment transaction has been processed successfully."** You should print a copy of this receipt.
9. In about two weeks, you will be able to view and print your **"Applicant Approval Employment History"** by accessing it on the Office of Student Protection website. Please give a copy to your employer.

Transfer Request Instructions

1. Access the Office of Student Protection's direct web address to begin the process. The web address is: <https://www.nj.gov/education/crimhist>.
2. Click on **"File Authorization and Make Electronic Payment for Criminal History Record Check."**
3. Select the third option: **"Transfer Request (Only Substitutes & Bus Drivers are eligible)."**
4. Please enter the Social Security number to ascertain if the applicant is eligible for the process. Click **"Continue."**
5. The screen will display two options:
 1. For All Bus Drivers Only
 2. For All Other Job Categories
6. Select the option for the position for which you are requesting the transfer. Complete the requested applicant information including the county/district/school/contractor-vendor code names furnished to you by your employer and click on the **"Next"** button.
7. Review your information and submit your credit card payment. Total payment is \$6.00 (\$5.00 plus a \$1.00 convenience fee charged by the private vendor). Click **"Continue"** and then click **"Make Payment"** at the bottom of the next page.
8. The Payment Confirmation page will state **"Your ePayment transaction has been processed successfully."** You may print a copy of this receipt.
9. In a few days, you will be able to view and print your **"Applicant Approval Employment History"** by accessing it on the Office of Student Protection website. Please give a copy to your employer.

Reprint Your Confirmation or Identogo Fingerprinting Form

1. Access the Office of Student Protections's direct web address to begin the process. The web address is: <https://www.nj.gov/education/crimhist>.
2. Click on **"File Authorization and Make Electronic Payment for Criminal History Record Check."**
3. Select the fourth option: **"Reprint Your Confirmation or Identogo Fingerprinting Form."**
4. Please enter your Social Security number and your Date of Birth. Click **"Continue."**
5. The system will present all past Applicant Authorization & Certification ePayments made to the Department of Education. The applicant will then click on the past ePayments for which they require Applicant Authorization & Certification Confirmation reprints and/or Identogo Fingerprinting Form reprints and submit these request(s).

Note: No payment is required for the Applicant Authorization & Certification ePayment and/or Identogo fingerprinting form reprint process.