

**CRIMINAL  
HISTORY REVIEW  
FINGERPRINTING  
INSTRUCTIONS**

Rev. 1/10/20

### **Instructions: Criminal Background Check/Fingerprinting**

The Criminal History Review Unit (CHRU) conducts criminal background checks of applicants for positions in New Jersey's public schools, private schools for students with disabilities, charter schools, and nonpublic schools, as well as for authorized vendors and authorized school bus contractors, by working through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI).

There are three different types of applications to select from to complete the Criminal History record check. Please read the descriptions below to determine which of the applications is correct for you.

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You are a **New Applicant** if:

You have never worked for a school, a bus contractor, or a vendor

- OR-

You were fingerprinted by Criminal History Review **before** March 2003, and are changing school districts, bus contractors or vendors

- OR-

You were previously disqualified by Criminal History Review and have had your criminal record expunged

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You are an **Archive Applicant** if:

You were fingerprinted and approved by Criminal History Review **after** February 2003, and are changing school districts or vendors

- OR-

You are a school bus driver renewing your "S" endorsement and were fingerprinted and approved after February 2003 ...

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You are a **Transfer Applicant** if:

You were fingerprinted and approved by Criminal History Review after March 2003

- AND-

You were fingerprinted for a substitute or bus driver position

- AND-

You have been employed in a substitute position continuously by a school or vendor since the first year your criminal history approval was issued, and you can provide a Verification of Employment memo

**All applicants must submit their Applicant Authorization and Certification by going to the Criminal History website at:**

<http://www.state.nj.us/education/crimhist/>

Select:

**File Authorization and Make Electronic Payment for Criminal History Record Check**

**County code = 03 (Bergen)**

**District code = 3710 (Northern Valley Regional)**

- Applicant/Employee shall select the appropriate choice (new applicant, archive applicant, transfer applicant).
- Applicant/Employee must complete the Applicant Authorization and Certification (AA&C) form and make the required administrative fee payment with a credit or debit card.
- After the administrative fee payment is approved, the applicant will be presented with three choices:
  1. View and print Applicant Authorization and Certification (AA&C) confirmation page.
  2. Complete and print their Identogo NJ Universal form
  3. Schedule their Identogo fingerprinting appointment
    - a. Originating agency # NJ9301000Z
    - b. Originating name - Dept of Education
- Be sure to print all receipts when prompted.

For the purpose of the criminal background check, please select:

**Job Code - Substitute Teacher**

regardless of the position you are applying for at Northern Valley Regional High School.

## New Applicant Request

1. Access the Office of Student Protection Review's [New Applicant process](#).
2. Select the first option: "New Administration Fee Request (New Applicants Only)".
3. Enter your Social Security number to ascertain whether you are eligible for the process. Click "Continue."
4. If you are eligible for the process, the screen will display four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to the next screen.
  1. All job positions, except school bus drivers and bus aides, for public schools, private schools for students with disabilities and charter schools;
  2. All school bus drivers and bus aides for public schools, private schools for students with disabilities, charter schools and authorized school bus contractors;
  3. All job positions, except school bus drivers and bus aides, for nonpublic schools; or
  4. All school bus drivers and bus aides for nonpublic schools and other agencies.
5. Complete the requested applicant information to include the county/district/school/contractor codes 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 (AA&C) by checking the box.
6. 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. Accepted methods of payment are Visa, MasterCard, American Express or Discover credit cards.
7. You must click the "Make Payment" button only *one time* to complete the transaction. 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. Complete and/or print your Identogo NJ Universal Fingerprint Form;
  3. Click here to schedule your fingerprinting appointment with MorphoTrust
8. 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.
9. Next select the second option -- "View and/or print your Identogo NJ Universal Fingerprint Form." You must print the Identogo NJ Fingerprint Form and fill in the boxes for height, weight, maiden name (if applicable), place of birth, country of citizenship, hair color, and eye color and present it to MorphoTrust at the time of LiveScan fingerprinting.
10. Access the MorphoTrust web page by selecting the third option "Click here to schedule your fingerprinting appointment with MorphoTrust" or call 1-877-503-5981 to schedule a fingerprinting appointment.
11. In about two weeks, you will be able to view and print your "Applicant Approval Employment History" by accessing the [Office of Student Protection website](#). Provide a copy to your employer.

## Archive Applicant Request

1. Access the [Archive process](#).
2. Select the second option: "Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)."
3. Enter your Social Security number to ascertain if you are eligible for the process. Click "Continue."
4. Select the appropriate Applicant Authorization and Certification form (AA&C) that is suitable to your job position and employer.
5. Complete the requested applicant information to include the county/district/school/ contractor codes 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 AA&C by checking the box. Click "Next"
6. 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.
7. The Payment Confirmation page will state "Your ePayment transaction has been processed successfully." You should print a copy of this receipt.
8. 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](#). Provide a copy to your employer.

## Transfer Applicant Request

1. Access the [Transfer process](#).
2. Select the third option: "Transfer Request (Only Substitutes and Bus Drivers are eligible)."
3. Enter your Social Security number to ascertain whether you are eligible for the process. Click "Continue."
4. The screen will display two options:  
For all bus drivers only  
For all other job categories
5. Select the option applicable to the position for which you are requesting the transfer. Complete the requested applicant information, including the county/district/school/contractor-vendor codes furnished to you by your employer and click on the "Next" button.
6. 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.
7. The Payment Confirmation page will state "Your ePayment transaction has been processed successfully." Print a copy of this receipt.