

Fingerprinting Instructions (Updated 06/2021)
<https://www.nj.gov/education/crimhist/archive.shtml>
IDEMIA Service Code for New Archive Applications
Public School Employment **2F1FB1**

Archive Applicant Request

1. Access the Office of Student Protection Review's **Archive process**. Website listed at top of this page.
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.
4. Select the appropriate Applicant Authorization and Certification form (AA&C) that is suitable to your job position and employer. You will also need your **PCN #** from your previous Criminal History Check. This can be obtained by following the instructions included in **#8** on this page. The PCN # can be found by obtaining your previous Criminal History Approval Report.
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. **The County that you would select would be Middlesex (23) and the District would be Sayreville (4660). There is a highlighted Service Code at the top of this page.** 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 approximately two weeks or less, you will be able to view and print your "**Criminal History Approval Report**" by accessing the **Link** included below. Please provide a copy to your employer. You are required to enter your Social Security Number and your Date of Birth to view your Criminal History Approval Report. Next to your Approval Date, you will see the County Code which needs to be 23 for Middlesex County and the District Code for Sayreville which is 4660.

<https://homerom5.doe.state.nj.us/chrs18/?app-emp-history>

Please Note

Archive Applicants need to submit:

- Receipt for Payment of Archive Fee (\$29.75)
- Copy of Criminal History Approval Report