

## Fingerprinting Instructions (Updated 06/2021)

<https://www.nj.gov/education/crimhist/new.shtml>

IDEMIA Service Code for New Applications

Public School Employment **2F1FB1**

### New Applicant Request

1. Access the Office of Student Protection Review's **New Applicant process**. Website listed at top of this page.
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.
  - a. **All job positions, except school bus drivers and bus aides, for public schools**, private schools for students with disabilities and charter schools;
  - b. **All school bus drivers and bus aides for public schools**, private schools for students with disabilities, charter schools and authorized school bus contractors;
  - c. All job positions, except school bus drivers and bus aides, for nonpublic schools; or
  - d. 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 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 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. 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:
  - a. **View and print your New Administration Fee Payment Request confirmation page;**
  - b. **Print your IdentoGO NJ Universal Fingerprint Form;**
  - c. **Click this option to schedule your fingerprinting appointment with MorphoTrust.**

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8. Select the first option -- "**View and 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 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. When you get your Fingerprinting completed, the final fee of \$66 needs to be paid at that time. You will be given a Receipt. Please submit a copy of that Receipt to your new employer.
12. In approximately two (2) weeks (or less), you will be able to view and print your "**Criminal History Approval Report**" by accessing the **Office of Student Protection website which is indicated below**. Provide a copy of your Criminal History Approval Report to your employer.
13. **This is the Link below...**to see if your **Criminal History Approval has been issued**. You are required to enter your Social Security Number and your Date of Birth to view your Criminal History Approval. 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**

**New Applicants need to submit the items indicated below when you submit your pre-employment paperwork.**

- **Receipt for \$11 Administrative Fee**
- **Fingerprint Form with Receipt Attached (This Receipt will be given to you when you are having your Fingerprints taken).**
- **Copy of Criminal History Approval Report**