



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046
Phone: 973-337-8280 Fax: 973-334-2316
www.mlschools.org

Complete the Criminal History Record Check Process (<https://homeroom4.doe.state.nj.us/chr>)

- a. Pay administrative fee(s) for the criminal history background clearance and print out the IdentoGO New Jersey Universal Fingerprint Form from the New Jersey Department of Education (NJDOE) Office of Student Protection webpage (\$11);
- b. Go to the IdentoGO Website and follow the instructions to determine whether you will need to be fingerprinted in person or if you will be able to archive or transfer your fingerprints. If you are able to archive or transfer (substitutes only) your prints, you can complete the process completely on line. If you have never been fingerprinted for public education,* or were fingerprinted prior to 2003, please follow the website's instructions to schedule an appointment and pay the associated fingerprinting fees.

<i>Reason for Fingerprinting</i> <i>(Box 4 on the NJ Universal Fingerprint Form)</i>	<i>Service Code</i>
Public School Employment	2F1FB1
Non-Public School Employment	2F19ZQ
School Bus Driver Employment	2F1GSH
School Board Member/Trustee	2F1GN4
DOE Volunteer	2F151N
DOE Volunteer Non-Public	2F14XX

- c. Attend the scheduled appointment time and get fingerprinted or archive or transfer your fingerprints to Mountain Lakes. The district code is 3460.

If you have an appointment, please make sure to bring the following with you:

- i. Picture Identification (ID);
- ii. IdentoGO New Jersey Universal Fingerprint Form; and
- iii. Verify criminal history status form.

*Please note, volunteer prints are not transferable and cannot be archived. They are valid for the school year in which the prints were run.