

## 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.