

SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
2146 JACKSONVILLE JOBSTOWN ROAD
JOBSTOWN, NJ 08041

Dear Criminal History Approval Applicant:

To begin the criminal history approval process, applicants must submit their request online through the department website: <https://www.nj.gov/education/crimhist/>.

- ☐ Once at the site, select one of the following options for details on the transaction:
 1. New Applicant
 2. Archive Applicant
 3. Transfer Applicant
- ☐ Select File Authorization and Make Electronic Payment for Criminal History Record Check:
<https://homeroom4.doe.state.nj.us/chr/>

*Authorization/Certification Transaction and \$10.00 fee (plus \$1.00 administrative fee)
must be submitted electronically prior to scheduling your live scan fingerprinting
appointment for New Applicants and Volunteer Applicants*

Our County Code is 05, our District Code is 5010, and the eight-digit code is 00122511.

You will need these codes to complete your application.

Please pay online for your transaction with a credit or debit card.

New Applicant Fee: \$66.05

Archive Applicant Fee: \$29.75

Volunteer Applicant Fee: \$24.05

Please complete the online transaction(s) as instructed and print out and return a copy of the transaction confirmation page(s) to this office as soon as possible.

To confirm your Criminal History Approval, wait two weeks from the date of your fingerprinting or archive request and visit the department website; <https://homeroom6.doe.state.nj.us/chrs/app-emp-history>. Print a copy of your Applicant Approval for your records and provide a copy to this office.

To begin your employment, it is mandatory that you receive prior criminal history approval. Therefore, it is imperative that you complete this process immediately. If you require assistance, please contact Neroda at 609-723-2479 extension 101.

Thank you for your immediate attention to this matter.

Instructions for New Applicants

1. Access the Office of Student Protection's direct web address to begin the process. Click on Office of Student Protection. Click on 'file Authorization and Make Electronic Payment.'
2. Select the first option: "New Administration Fee Request (New Applicants Only)" and enter your Social Security number to ascertain if you are eligible for the process. The screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to the next screen.
3. Complete the requested applicant information to include the county, district, school, or contractor code names 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 by checking the box.
4. Please 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. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

You must click the "Make Payment" button only one time to complete the transaction.

5. 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. View and/or print your IdentoGO NJ Universal Fingerprint Form
 3. Click here to schedule your fingerprinting appointment with Idemia
6. 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.
7. Next select the second option "View and/or print your IdentoGO NJ Universal Fingerprint Form." You must print the IdentoGO NJ Fingerprint Form to use when making your fingerprint appointment and to present it to Idemia at the time of LiveScan fingerprinting.
8. Access the Idemia web page by selecting the third option "Click here to schedule your fingerprinting appointment with Idemia" or calling 1-877-503-5981 to schedule a fingerprinting appointment. Effective February 17, 2020, you must use the chart below to choose your Service Code to schedule the appointment.

REASON FOR FINGERPRINTING (Box 4 on the NJ Universal Fingerprint Form)	SERVICE CODE
PUBLIC SCHOOL EMPLOYMENT	2FIFB1
NONPUBLIC SCHOOL EMPLOYMENT	2F19ZQ
SCHOOL BUS DRIVER EMPLOYMENT	2FIGSH
SCHOOL BOARD MEMBER/TRUSTEE	2 FIGN4
DOE VOLUNTEER	2F151N
DOE VOLUNTEER NONPUBLIC	2F14XX

- In about two weeks after you get fingerprinted, you will be able to view and print your "Applicant Approval Employment History" by accessing the Office of Student Protection website. Give a copy to your employer.