# New Applicant Request

1. Access the Office of Student Protection Review's New Applicant process.

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 a ides for public schools, private schools for students with disabilities, charter schools and authori 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/contractor codes 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 (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, NicUSA for processing the credit card information. 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/or print your New Administration Fee Payment Request confirmation page;
    b. Complete and/or print your IdentoGO NJ Universal Fingerprint Form;
    c. Click here to schedule your fingerprinting appointment with MorphoTrust

8. 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.

9. Next select the second option – **"View and/or 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. In about two weeks, you will be able to view and print your "**Applicant Approval Employment History**" by accessing the Office of Student Protection website. Provide a copy to your employer.

New Jersey Department of Education

# OFFICE OF STUDENT PROTECTION ePayment



AA&C Home

## APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)

### NEW ADMINISTRATION FEE PAYMENT REQUEST

**A user of the CHRU ePayments process will be asked to fill out an on-line Applicant Authorization and Certification (AA&C) form.**

NEW APPLICATION REQUEST



**Please select an AA&C form:**

1. All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools
2. All School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities, Charter Schools and Authorized School Bus Contractors
3. All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools
4. All School Bus Drivers and Bus Aides, for Non Public Schools and Other Agencies

**NOTE: A School Bus Driver is defined as an individual holding or applying for a Motor Vehicle "S" Endorsement.**

NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500
609-376-3999

## JOB POSITIONS

| | |
|---|---|
| 01 | ADMINISTRATOR/SUPERVISOR |
| 16 | ATHLETIC PERSONNEL |
| 31 | BOARD MEMBER/TRUSTEE |
| 02 | CLASSROOM TEACHER |
| 08 | CLERICAL |
| 06 | CUSTODIAL/MAINTENANCE |
| 03 | EDUCATIONAL SUPPORT SERVICES |
| 09 | FOOD SERVICES |
| 13 | HEALTH PROFESSIONAL |
| 12 | INVESTIGATOR ONLY (IN HOUSE ONLY) |
| 33 | NON COMPLIANT BOARD MEMBER/TRUSTEE |
| 14 | NURSE |
| 11 | OTHER |
| 15 | PHYSICIAN |
| 21 | SCHOOL BUS AIDE (NON DRIVER) |
| 07 | SCHOOL BUS DRIVER |
| 20 | SECRETARIAL |
| 10 | SECURITY |
| 32 | STATE MONITOR |
| 18 | STUDENT TEACHER |
| 25 | SUBSTITUTE CLERICAL |
| 24 | SUBSTITUTE CUSTODIAL/MAINTENANCE |
| 27 | SUBSTITUTE FOOD SERVICES |
| 22 | SUBSTITUTE HEALTH PROFESSIONAL |
| 23 | SUBSTITUTE NURSE |
| 30 | SUBSTITUTE SCHOOL BUS AIDE (NON DRIVER) |
| 26 | SUBSTITUTE SECRETARIAL |
| 28 | SUBSTITUTE SECURITY |
| 04 | SUBSTITUTE TEACHER |
| 29 | SUBSTITUTE TEACHER AIDE |
| 05 | TEACHER AIDE |
| 19 | TUTOR |

**NJ Office of Student Protection**
**Warren Hills Regional School District**

**Originating Agency # (ORI #)**

**NJ930100Z**

**Contributor Case # (Unique Identifier)**

**41 5465**

**Reason for Fingerprinting Codes:**

| REASON FOR FINGERPRINTING *(Box 4 on the NJ Universal Fingerprint Form)* | SERVICE CODE |
|---|---|
| PUBLIC SCHOOL EMPLOYMENT | 2F1FB1 |
| NONPUBLIC SCHOOL EMPLOYMENT | 2F19ZQ |
| SCHOOL BUS DRIVER EMPLOYMENT | 2F1GSH |
| SCHOOL BOARD MEMBER/TRUSTEE | 2F1GN4 |
| DOE VOLUNTEER | 2F151N |
| DOE VOLUNTEER NONPUBLIC | 2F14XX |

New Jersey Department of Education

# OFFICE OF STUDENT PROTECTION ePayment



AA&C Home

## APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)

**NEW ADMINISTRATION FEE PAYMENT REQUEST**

**All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools**

STEP 1: Input Information and Legal Certification ..... STEP 2: Payment ..... STEP 3: Submit

**Applicant Information:**

Last Name*: ---Suffix--- First Name*: Middle Init.:

Social Security No.*: ( Number only without "-")

Date of Birth*: ---month--- ---day--- ---year---

Sex*: ----- select -----

Race*: ----- select -----

Height*: ( such as: 6 ' 1" )

Weight*: ( lbs. number only )

Maiden or alias Last Name :

Place of Birth *: (US State if US Citizen, Country for all others)

Country of Citizenship*: ( USA, or others )

Hair Color*: --- select ---

Eye Color*: --- select ---

Street Address*:

City*:

State*: ---select--- Zip*:

Job Category*: ----- select ----- Position Name (Position Code)

School Info. *:

◉ Public School Selection

WARREN(41) *

WARREN HILLS REGIONAL(5465) *

NONE(000)

○ Other School Selection

---------- *

---------- *

---------- *

○ Contractor/Vendor

---Select County---

---Select Contractor/Vendor---

○ Sponsors

---Select College---

Email *:

Telephone Number*: - - (Numbers only)

**Legal Certification:**

To continue with the ePayment process read and accept the terms of the AA&C by checking the box:

☐ * **I do hereby authorize the New Jersey State Department of Education, its agents and representatives, to submit fingerprint data pertaining to me to the Federal Bureau of Investigation and the New Jersey State Police Bureau of Identification for the purpose of obtaining criminal history record information as required by N.J.S.A. 18A:6-7.2 or N.J.S.A. 18A:12-1.2 or N.J.S.A. 18A:39-19.1.**

**I swear/affirm that I have not been convicted nor do I have any charges pending for the following crimes or offenses: any crime of the first or second degree; any crime bearing upon or involving sexual offenses or child molestation; any crime of the fourth degree involving a victim who is a minor; an offense involving the possession, manufacture, transportation, sale, distribution, habitual use of a controlled dangerous substance or any violation involving drug paraphernalia, including hypodermic needles; any crime involving the use of force or the threat of force to or upon a person or property including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder, any crime of possessing weapons; a third degree crime as set forth in Chapter 20 of Title 2C (theft); recklessly endangering another person, terroristic threats, criminal restraint, luring or enticing child into motor vehicle, structure, or isolated area; causing or risking widespread injury or damage; criminal mischief, burglary, usury, threats and other improper influence, perjury and false swearing, resisting arrest, escape; bias intimidation; any conspiracy to commit or attempt to commit any of the crimes described in this act.**

(*: Required fields)

**Please carefully review and verify the input information above, then click the "Next" button to go to the payment section:**

Cancel Next

NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON. NEW JERSEY 08625-0500
609-376-3999

SAFRAN
MorphoTrak

# Directions to Annandale

Annandale Square- Corbit Building
67 Beaver Avenue, 2nd Floor SW Suite
Annandale, NJ 08801

The Annandale Square office complex is located near the intersection of Route 31 and I-78 (exits 17 or 18) in Clinton Township directly across from the Annandale Fire Department. The Corbit building is the first of three buildings located closest to Beaver Ave. The suite is on the 2nd floor which is ground level (with a few steps) from the front entrance.
**Location is handicapped accessible from the ground level first floor rear entrance taking an elevator to the second floor.**

**FROM EASTERN POINTS (Newark Area - approx. 39 miles)**
Take I-78 West to Exit 18 (Annandale). Bear right at the fork on the exit ramp to Annandale then go straight onto Beaver Ave. Continue on Beaver Ave for about ½ mile to the Annandale Square office complex on the left, directly across from the Annandale Fire Department.

**FROM PATERSON AREA (approx. 45 miles)**
Take I-80 West to I-287 South (Parsippany). Proceed South on I-287 to I-78 West. Proceed West on I-78 to Exit 18 (Annandale). Bear right at the fork on the exit ramp to Annandale then go straight onto Beaver Ave. Continue on Beaver Ave for about ½ mile to the Annandale Square office complex on the left, directly across from the Annandale Fire Department.

**FROM HACKETTSTOWN AREA (approx. 28 miles)**
Take Route 57 West to Route 31 South approx. 12 miles into Clinton Twp. Just before the I-78 Interchange take the exit to Annandale U-Turn. Cross over Route 31 then turn right at the end of the road onto Beaver Ave. Continue on Beaver Ave for about ½ mile to the Annandale Square office complex on the right, directly across from the Annandale Fire Department.

**FROM TRENTON AREA (approx. 32 miles)**
Take I-95 North (from Pennsylvania) to Route 31 North OR Take Route 295 North (from South Jersey) to Route 31 North into Clinton Twp. After crossing over the I-78 Interchange take the first exit toward Route 31 South (Clinton Flemington). Bear right at the first exit ramp fork, and then go straight onto Beaver Ave. Continue on Beaver Ave for about ½ mile to the Annandale Square office complex on the left, directly across from the Annandale Fire Department.

© 2010 MorphoTrak Inc.