



# Lyndhurst Public Schools

## BOARD OF EDUCATION

420 Fern Avenue ♦ Lyndhurst, NJ 07071

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**JOSEPH A. DECORSO**  
Superintendent of Schools

**ALMA MOREL, Ph.D.**  
Asst. Superintendent of Schools

**JAMES HYMAN**  
School Business Administrator

### CRIMINAL HISTORY INSTRUCTIONS

All applicants must submit their Applicant Authorization and Certification by going to the Criminal History website at <http://www.nj.gov/education/educators/crimhist> and click on: **"File Authorization and Make Electronic Payment for Criminal History Record Check"**

Applicant shall choose **ONE** of the following selections:

1. **New Administrative Fee Request (NEW APPLICANTS ONLY)**

- Select either Number 1 or 2 of the AA&C form:
  - Option 1 for All Job Positions except School Bus Drivers and Bus Aide
  - Option 2 for All School Bus Drivers and Bus Aides
- Complete the Applicant Authorization and Certification New Administration Fee Payment Request
- Input all information and Legal Certification
  - Job Category: Please select appropriate category.
  - Make the selections under School info: **Bergen (03)/Lyndhurst (2860)/ None (000)**
  - Make the required administrative fee payment with a credit card or debit card. Once your payment has been approved, you will be presented with three choices:
    1. View and print the Applicant Authorization & Certification (AA&C) confirmation page.
    2. Complete and print the IdentoGO NJ Universal Fingerprint form. You will need to present this at your Idemia LiveScan fingerprint appointment.
    3. Schedule an appointment to be fingerprinted with Idemia.
  - 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 . 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	2F1FB1
NONPUBLIC SCHOOL EMPLOYMENT	2F19ZQ
SCHOOL BUS DRIVER EMPLOYMENT	2F1GSH
SCHOOL BOARD MEMBER/TRUSTEE	2F1GN4
DOE VOLUNTEER	2F151N
DOE VOLUNTEER NONPUBLIC	2F14XX

- **Once your criminal history background check has been approved, about two weeks after you are fingerprinted, the State of New Jersey will post your approval on the website. Please print the certificate under -Applicant Approval Employment History and then you will need to submit a copy to the Board of Education office, attention – Maria Cirne**

2. **Archive Application Request (Applicants previously fingerprinted for the Department of Education and Approved Subsequent to February 2003.)**
- Enter your Social Security Number.
  - Select either Number 1 or 2 of the AA&C Form:
    - Option 1 for All Job Positions except School Bus Drivers and Bus Aide
    - Option 2 for All School Bus Drivers and Bus Aides
  - Complete the Applicant Authorization and Certification New Administration Fee Payment Request
  - Input all Information and Legal Certification
  - PCN: You can locate this number on your ORIGINAL Fingerprint approval letter
  - Job Category: Please select appropriate category.
  - Make the selections under School info: **Bergen (03)/Lyndhurst (2860)/ None (000)**
  - Make the required administrative fee payment with a credit card or debit card. Once your payment has been approved, you will be presented with three choices:
  - View and print the Applicant Authorization & Certification (AA&C) confirmation page.
    - ***Once your criminal history background check has been approved, about two weeks after you are fingerprinted, the State of New Jersey will post your approval on the website. Please print the certificate under -Applicant Approval Employment History and then you will need to submit a copy to the Board of Education office, attention - Maria Cirne***

**Contact** – [MariaCirne@lyndhurst.k12.nj.us](mailto:MariaCirne@lyndhurst.k12.nj.us) 201-438-5683 ext. 4711



**ELANOnline**  
**Strauss Esmay Associates, LLP**

## NJSA 18A Statutes

### **18A:12-1.2 - Criminal history background investigation for board of education members**

Chapter: Members of Boards of Education Date Created: May 2011 Date Edited: May 2011

- a. Each member of any board of education, within 30 days of election or appointment to that board, shall undergo a criminal history background investigation for the purpose of ensuring that the member is not disqualified from membership due to a conviction of a crime or offense listed in N.J.S.18A:12-1.
- b. A member of a board of education shall submit to the Commissioner of Education his or her name, address and fingerprints taken in accordance with procedures established by the commissioner. The Commissioner of Education is hereby authorized to exchange fingerprint data with and receive criminal history record information from the Federal Bureau of Investigation and the Division of State Police for use in making the determinations required by this act. A member shall furnish his or her written consent to such a check as a condition of holding the office of school board member. The member shall bear the cost for the criminal history record check, including all costs for administering and processing the check, except that an elected member may use unexpended campaign funds to pay such costs. The board of education may reimburse the member for the cost of the criminal history record check, including all costs for administering and processing the check.
- c. The Commissioner of Education is authorized to:
  - receive all criminal history data necessary to complete the criminal history records check as required pursuant to this section;
  - receive all data in accordance with this section on charges pending against a member of a board of education who has previously undergone a criminal history records check; and
  - adjust the fees set by the Department of Education for the criminal history records checks.
- d. Upon receipt of the criminal history record information for a member of a board of education from the Federal Bureau of Investigation and the Division of State Police, the Commissioner of Education shall notify the member, in writing, of the member's qualification or disqualification from holding the office of member of a board of education. If the member is disqualified, the convictions which constitute the basis for

the disqualification shall be identified in the written notice to the member. The member shall have 14 days from the date of the written notice of disqualification to challenge the accuracy of the criminal history record information. If no challenge is filed or if the determination of the accuracy of the criminal history record information upholds the disqualification, the commissioner shall notify the member's board of education that the member has been disqualified from membership on the board.

- e. The commissioner is authorized to share all criminal history record information of a member received from the Federal Bureau of Investigation or the State Bureau of Identification with the appropriate court in order to obtain copies of the judgment of conviction and such other documents as the commissioner deems necessary to confirm the completeness and accuracy of the record.
- f. Following qualification for membership on a board of education pursuant to this section, the State Bureau of Identification shall immediately forward to the Commissioner of Education any information which the bureau receives on a charge pending against a member. If the charge is for one of the crimes or offenses enumerated in N.J.S.18A:12-1, the commissioner shall notify the member's board of education, and the board shall take appropriate action. If the pending charge results in conviction, the member shall be disqualified for continued membership.
- g. The Commissioner of Education shall permanently maintain the criminal record and application documents on a member of a board of education. All documents submitted by a candidate and all criminal history record information shall be maintained by the commissioner in a confidential manner.