



Mountain Lakes School District

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MLSD Volunteer Fingerprinting Information

Please review this document to familiarize yourself with the requirements for serving as a school volunteer and/or class trip chaperone. Additionally, please review [Policy 9180 School Volunteers](#).

If you wish to serve as a volunteer as defined in Policy 9180, you are required to be fingerprinted. Doing so initiates a criminal history background check. If you have a [disqualifying offense](#) on your record, you will not be permitted to serve as a school volunteer.

Volunteer Application/Personal Information Form:

ALL Volunteers (even those with lifetime prints) must submit this [MLSD Volunteer Application/Personal Information Form](#).

General Information:

- Volunteer fingerprints and background checks are required after 3 volunteer visits per school and for all field trip chaperones. Please make your decision to get fingerprinted accordingly. For those volunteers who will most likely exceed 3 visits, we ask that you complete the fingerprinting requirements by **September 30**.
- Volunteer fingerprints and background checks must be conducted every year, even if you have been previously fingerprinted as a volunteer (unless you have lifetime fingerprints).
- Volunteers who have "lifetime" fingerprints are not required to be fingerprinted every year. • If you have previously been fingerprinted as a school employee or substitute in another NJ public school district, please archive your fingerprints (instructions provided on page 2).

Fingerprinting Process:

1. Start the fingerprinting process at <https://www.nj.gov/education/crimhist/>

NOTE: If you have been fingerprinted for public education previously in NJ, please skip ahead to the Archive Applicant Section on page 2.

New Applicant:

- For volunteer fingerprints, choose "[new applicant](#)" and enter the job category as "Volunteer." Please note, these fingerprints expire at the end of the school year. If you choose to volunteer in subsequent school years, you will need to be re-fingerprinted.
 - For lifetime fingerprints, choose "[new applicant](#)" and enter the job category as "Other." Lifetime fingerprints that do NOT expire. Please note: the "lifetime" fingerprints will be retained in the system indefinitely. Any disqualifying events that occur, even after your children have graduated, will be reported.
2. Pay administrative fee(s) for the criminal history background clearance (\$11);
 3. After completing the transaction, the individual will be presented with two required steps:
 - View and/or print your New Administration Fee Payment Request confirmation page.

- Click here to schedule your fingerprint appointment.

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.

Access the Idemia web page by selecting the second option “Click here to schedule your fingerprint appointment” to schedule a fingerprinting appointment and submit to LiveScan Fingerprinting.

<i>Reason for Fingerprinting (Box 4 on the NJ Universal Fingerprint Form)</i>	<i>Service Code</i>
DOE Volunteer (for annual fingerprints)	2F151N
Public School Employment (for lifetime fingerprints)	2F1FB1

The **district code is 3460.**

4. Please make sure to bring the following with you to your appointment:

- Picture Identification (ID);
- New Administration Fee Payment Request confirmation page; and
- Any additional documentation required as per Idemia.

Archive Applicant:

- If you have fingerprints on file as a public school employee in NJ, choose “[archive applicant.](#)” Enter the job category as “Other.” Please note: Archived fingerprints are “lifetime” fingerprints that will be retained in the system indefinitely. Any disqualifying events that occur, even after your children have graduated, will be reported.
- Follow the steps outlined at <https://www.nj.gov/education/crimhist/archive.shtml>.

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5. When the Criminal History Review is completed, applicants can go to the [Office of Student Protection’s website](#) to view and print their Applicant Approval Employment History. Please monitor your fingerprints for clearance on the website, <https://www.nj.gov/education/crimhist/>, using the <**Applicant Approval Employment History**> tab accessible on the right side of the page under the heading **Applicants - Online Systems**. (Link is provided below)

Applicants - Online Systems

- [Applicant Approval Employment History](#)

Fingerprinting Reimbursement

The MLBOE will reimburse you for the cost of fingerprinting expenses.

- The cost of **annual fingerprinting** (good for one school year ONLY; if you wish to serve as a volunteer next year, you will need to be fingerprinted again, and so on) is approximately \$36.38 (includes approximate \$25.38 cost for fingerprints and \$11 administrative fee).
- The cost for **"lifetime" fingerprinting** (permanent prints, archivable and retained in FBI database) is approximately \$78.38 (includes approximate \$67.38 cost for fingerprints and \$11 administrative fee).
- The cost for **archive fingerprinting** (applicants previously fingerprinted for public education in another NJ school district) is approximately \$29.75.

In order to be reimbursed for fingerprinting, please scan all receipts to Lisa Hogan at lhogan@mlschools.org.

If you have any questions, please visit <https://www.nj.gov/education/crimhist/faq/> or contact Lisa Hogan in the Board Office at either lhogan@mlschools.org or 973-334-8280, ext. 2204.