

Fingerprinting Instructions (Updated 9/2024)

<https://www.nj.gov/education/crimhist/archive.shtml>

Public School Employment **2F1FB1**

Archive Applicant Request

1. Access the Office of Student Protection Website listed at top of this page. Click on **Office of Student Protection**. On the right side of the screen click on **File Authorization and Make Electronic Payment**.
2. Select the second option: "**Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**."
3. Enter your Social Security number to ascertain if you are eligible for the process. Click "**Continue**."
4. Select the appropriate Applicant Authorization and Certification form (AA&C) that is suitable to your job position and employer. You will also need your PCN# from your previous Criminal History Check. This can be obtained by following the instructions listed in #8 on this page.
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. The County you select is Middlesex (23) and the District to select is Sayreville (4660). There is a highlighted service code at the top of this page. In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box. Click "**Next**"
6. Submit your credit card payment. Total payment is \$29.75 (\$28.75 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.
7. The Payment Confirmation page will state "**Your ePayment transaction has been processed successfully**." You should print a copy of this receipt.
8. In about two weeks, you will be able to view and print your "**Applicant Approval Employment History**" by accessing the link below. Please provide a copy to your employer. You are required to enter your social security number and your date of birth to review your Criminal History Approval Report. Next to your Approval Date, you will see the County Code which needs to be 23 for Middlesex County and the District Code for Sayreville which is 4660.

<https://homeroom6.doe.state.nj.us/chrs/app-emp-history>