

Fingerprinting Instructions (Updated 9/2024)

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

Public School Employment 2F1FB1

Transfer Applicant Request

1. Access the transfer process. <https://homeroom4.doe.state.nj.us/chr/>
2. Select the third option: **"Transfer Request (Only Substitutes and Bus Drivers are eligible)."**
3. Enter your Social Security number to ascertain whether you are eligible for the process. Click **"Continue."**
4. The screen will display two options:
For all bus drivers **only**
For all other job categories
5. Select the option applicable to the position for which you are requesting the transfer. Complete the requested applicant information, including the county/district/school/contractor-vendor codes. The county that you select would be Middlesex (23) and the district code is Sayreville (4660). Click on the **"Next"** button.
6. Review your information and submit your credit card payment. Total payment is \$6.00 (\$5.00 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."** 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 Office of Student Protection website below. You are required to enter your social security number and your date of birth to view your Criminal History Approval. Next to your approval date, you will see the county code which needs to be 23 for Middlesex and the District Code which needs to be 4660 for Sayreville.

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