

CRIMINAL HISTORY INSTRUCTIONS FOR NEW APPLICANTS

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <http://www.nj.gov/education/educators/crimhist>. Click on "File Authorization and Make Electronic Payment for Criminal History Record Check." Enter your Social Security number and click "Continue."
2. Select the first option: "New Administration Fee Request (New Applicants Only)" and enter your Social Security number to ascertain if you are eligible for the process. The screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to next screen.
 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
3. Complete the requested applicant information to include the county/district/school/contractor code names 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 AA&C by checking the box.
4. Payment process. New applicants requiring the state and federal criminal history record check will be charged a fee of \$62.69. The fee is payable at the time of scheduling to MorphoTrust, the vendor that processes background checks. The Applicant Authorization and Certification form submitted to the Department of Education, and a separate \$11.00 administrative fee payable to NICUSA, the private vendor responsible for the electronic transmission of payments, must both be submitted electronically prior to scheduling an appointment to be fingerprinted by MorphoTrust. (Of the \$11.00 administrative fee, \$10.00 goes to the NJDOE and \$1.00 goes to NICUSA.) Methods of payment are listed on-line.

You **MUST** click the "Make Payment" button only one time to complete the transaction.

5. After completing the transaction, you will be presented with three required steps:
 1. View and/or print your New Administration Fee Payment Request confirmation page
 2. Complete and/or print your IdentoGO NJ Universal Fingerprint Form
 3. Click here to schedule your fingerprinting appointment with MorphoTrust
6. 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.
7. Next select the second option "Complete and/or print your IdentoGO NJ Universal Fingerprint Form" to complete the IdentoGO NJ Universal Fingerprint Form. Type the missing information into the seven highlighted boxes (*height, weight, maiden name if applicable, place of birth, country of citizenship, hair color, and eye color*). After the form is complete, you must click on the "Submit" button at the bottom of the page. When the form has been submitted, you must view and print the IdentoGO NJ Fingerprint Form and present it to MorphoTrust at the time of LiveScan fingerprinting.
8. 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.
9. In about two weeks, you will be able to view and print your "Applicant Approval Employment History" by accessing the Criminal History Review Unit website. Please give a copy to your employer.

ARCHIVE APPLICATION REQUEST

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <http://www.nj.gov/education/educators/crimhist>. Click on "File Authorization and Make Electronic Payment for Criminal History Record Check."
2. Select the second option: "Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)."
3. Please 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.
5. Complete the requested applicant information to include the county/district/school/contractor code names 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 AA&C by checking the box. Click "Next"
6. Submit your credit card payment. The fee for the federal check for those applicants eligible for the Archive Submission Process is **\$27.50**, which includes the \$11.00 administrative fee (\$1.00 of which goes to NICUSA.) 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 it on the Criminal History Review Unit website. Please give a copy to your employer.

Hillsborough Public School District Information

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