

## 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." (Ex. 1) Enter your Social Security number and click "Continue."
2. Select the first option: "New Administration Fee Request (New Applicants Only)" (Ex. 2) 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 (Ex. 2.1)
  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. (Ex. 3) In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box.  
JOB CATEGORY - "VOLUNTEER"
4. Please complete the required payment information. There is a \$10.00 administrative fee for the department to process the request and issue an approval letter. There will also be an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

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 Identigo 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 Identigo NJ Universal Fingerprint Form" to complete the Identigo 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 Identigo 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.



## Criminal History Review

The Criminal History Review Unit (CHRU) conducts criminal background checks of applicants for positions in New Jersey's public, private schools for students with disabilities, charter, nonpublic schools, authorized vendors and authorized school bus contractors through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI). CHRU Telephone: (609)292-0507.

- [Applicant Approval Employment History](#)  
(Listing of all requestor's criminal history record checks as validation of employment with New Jersey's public, private schools for students with disabilities, charter, nonpublic schools, authorized vendors and authorized school bus contractors.)
- [Weekly Listing Of Approved Applicants](#)
- [File Authorization And Make Electronic Payment For Criminal History Record Check](#)  
(To perform this process you MUST be using a Windows based computer that is running Microsoft Internet Explorer.)  
(ePayment for initial application including creation of Identogo NJ Universal fingerprint form, applicants eligible for the Archive process, transfers and duplicate approval letter requests.)
- [Criminal History Record Check Instructions](#)
- [Chief School Administrator Letters](#)  
(Criminal History practices and procedures.)
- [Forms](#)

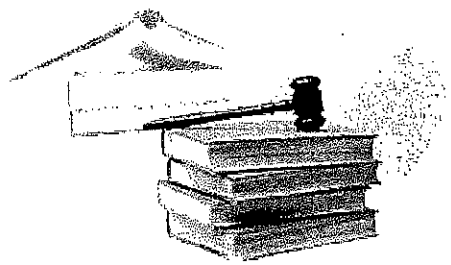
Effective July 1, 2002, the State of New Jersey initiated a new program to process fingerprinting of applicants for employment and licensing.

[Frequently Asked Questions and Answers Regarding the Fingerprint Process](#)

EX. 2



On-Line Applicant Authorization and Certification (AA&C)



- ▶ **New Administration Fee Request (New Applicants Only)**  
File Authorization, make electronic payment and print IdentoGO NJ Universal Fingerprint form.
- ▶ **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**  
You must have been previously printed through the Dept. of Education to access the Archive process.
- ▶ **Transfer Request (Only Substitutes & Bus Drivers are eligible)**  
May only be completed by applicants, Educational Facilities, Contractors or Vendors.
- ▶ **Reprint Your Confirmation or IdentoGO Fingerprinting Form**

[Web Site](#)

(Ex. 2.1)



**CRIMINAL  
HISTORY  
REVIEW (CHR) -  
ePayment**



[AA&C Home](#)

**APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)  
NEW ADMINISTRATION FEE PAYMENT REQUEST**

A user of the CHRU ePayments process will be asked to fill out an on-line Applicant Authorization and Certification (AA&C) form.

**NEW APPLICATION REQUEST**



Please select an AA&C form:

- ★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

**NOTE: A School Bus Driver is defined as an individual holding or applying for a Motor Vehicle "S" Endorsement.**

NEW JERSEY STATE DEPARTMENT OF EDUCATION  
PO BOX 500  
TRENTON, NEW JERSEY 08625-0500  
609-292-0507

AA&C Home

APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C) NEW ADMINISTRATION FEE PAYMENT REQUEST

All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools

STEP 1: Input Information and Legal Certification

STEP 2: Payment

STEP 3: Submit

Applicant Information:

Last Name\*: [input] --Suffix-- [v] First Name\*: [input] Middle Init.: [input]

Social Security No.\*: { Number only without "-" }

Date of Birth\*: --month-- [v] --day-- [v] --year-- [v]

Sex\*: --select-- [v]

Race\*: --select-- [v]

Street Address\*: [input]

City\*: [input]

State\*: --select-- [v]

Zip\*: [input]

Job Category\*: --select-- [v] \* VOLUNTEER

School Info. \*:

Public School Selection
MONMOUTH(25) [v] \*
MILLSTONE TOWNSHIP(3200) [v] \*
--Select School-- [v]

Other School Selection
[input] [v] \*
[input] [v] \*
[input] [v] \*

Contractor/Vendor
--Select County-- [v]
--Select Contractor/Vendor-- [v]

Email: [input]

Telephone Number\*: [input] (Numbers only)

Legal Certification:

To continue with the ePayment process read and accept the terms of the AA&C by checking the box:

- I do hereby authorize the New Jersey State Department of Education, its agents and representatives, to submit fingerprint data pertaining to me to the Federal Bureau of Investigation and the New Jersey State Police Bureau of Identification for the purpose of obtaining criminal history record information as required by N.J.S.A. 18A:6-7.2 or N.J.S.A. 18A:12-1.2 or N.J.S.A. 18A:39-19.1.

I swear/affirm that I have not been convicted nor do I have any charges pending for the following crimes or offenses: any crime of the first or second degree; any crime bearing upon or involving sexual offenses or child molestation; any crime of the fourth degree involving a victim who is a minor; an offense involving the possession, manufacture, transportation, sale, distribution, habitual use of a controlled dangerous substance or any violation involving drug paraphernalia, including hypodermic needles; any crime involving the use of force or the threat of force to or upon a person or property including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder, any crime of possessing weapons; a third degree crime as set forth in Chapter 20 of Title 2C (theft); recklessly endangering another person, terroristic threats, criminal restraint, luring or enticing child into motor vehicle, structure, or isolated area; causing or risking widespread injury or damage; criminal mischief, burglary, usury, threats and other improper influence, perjury and false swearing, resisting arrest, escape; bias intimidation; any conspiracy to commit or attempt to commit any of the crimes described in this act.

Please carefully review and verify the input information above, then click the "Next" button to go to the payment section:

Cancel

Next