

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."

Read this before you apply...

To complete this application **it is best** to be using a Microsoft Windows based computer and a Microsoft internet browser, but all other operating systems and internet browsers **are** acceptable **but may be** unreliable. Smart phones, tablets, iPads or other mobile devices **are not** recommended.

There are three different types of applications to select from to complete the Criminal History record check. Please read the descriptions below to determine which of the applications is correct for you.

If:

You have never worked for a school, a bus contractor, or a vendor, **or**

You were fingerprinted by Criminal History Review **before** March 2003, and are changing school districts, bus contractors or vendors, **or**

You were originally fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, **or**

You were previously disqualified by Criminal History Review and have had your criminal record expunged...

Then you are a **[new applicant](#)**.


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.



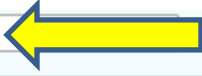
- ▶ **[New Administration Fee Request \(New Applicants Only\)](#)**
File Authorization, make electronic payment and print Identogo NJ Universal Fingerprint form.
- ▶ **[Archive Application Request \(Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003\)](#)**
You must have been previously printed through the Department of Education subsequent to February 21, 2003 and the state print image retained by the State Bureau of Identification to be eligible for the Archive process. If you were fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, you are not eligible for 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](#)

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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 TCNJ 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.

Job Category*: Substitute Teacher (04)  Position Name (Position Code)

School Info. *: Public School Selection

MERCER(21) *
THE COLLEGE OF NEW JERSEY(7305) *
THE COLLEGE OF NEW JERSEY(001) *

4. Please complete the required payment information. There is a \$11.00 fee. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

 STATE OF NEW JERSEY
PAYMENT PROCESSING SERVICES

ected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Transaction Summary

| Description | Amount |
|---|---------|
| Criminal Background Checks | \$10.00 |
| Pay now with New Jersey Government Services | \$11.00 |

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

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5. After completing the transaction, you will be presented with three required steps
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. – ALSO SAVE AS A PDF for future reference
7. Next select the second option **“View and/or print your Identogo NJ Universal Fingerprint Form.”** You must **print the Identogo NJ Fingerprint Form** and present it to MorphoTrust at the time of LiveScan fingerprinting. – ALSO SAVE AS A PDF for future reference
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.



New Jersey Fingerprinting Services

Money Order Payments – Please be advised that money order payments are no longer accepted as a form of payment at any Enrollment Center in New Jersey. All payments must be made online when scheduling for your applicant fingerprinting appointment.

NJ Applicant Rolling Fee Is Subject to State Sales Tax – Please be advised that in accordance with New Jersey Sales and Use Tax Law (N.J.S.A. 54:32B-3(b)(11)), Identogo is required to collect state sales tax on the rolling fee portion of the fingerprint cost. This additional amount will also be itemized on your receipt when you are printed at your chosen enrollment center.

Foreign Passports – Please be advised that foreign passports are not a valid form of identification. Any applicant arriving to a scheduled appointment without proper identification will be turned away and will only be eligible for a partial refund, as per the published refund policy on this website and on the Universal Fingerprint Form.

No Firearms are Permitted on the Property at the Hammonton and Woodbine Enrollment Centers.

To **schedule** a new appointment go to New Appointment below. To **review** or **reschedule** an existing appointment before the deadline go to Change Scheduled Enrollment. To **cancel** an existing appointment or for questions or inquiries, please contact us at 1-877-503-5981.

New Appointment

1. Prior to beginning this process you must obtain the Universal Fingerprint Form from the agency/employer/organization requiring you to be fingerprinted. STOP. You will not be able to schedule without it.
2. Enter the information from the top portion of your Universal Fingerprinting Form (IDG_NJAPP_020115_V2), which the agency requiring you to be fingerprinted should have filled out. If they did not provide you with all of the information, STOP. You will not be able to schedule an appointment without it.
3. Enter personal information such as name, address, height, and weight.
4. Pay for your appointment with Visa, Mastercard, Discover, American Express or e-check.
5. Schedule your appointment to be fingerprinted.

[Start Here](#)

Change Scheduled Enrollment

Applicant ID

Last Name

Date of Birth

[Continue](#)

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.