

CRIMINAL HISTORY INSTRUCTIONS FOR NEW APPLICANTS

Please follow these directions to complete the DOE Criminal History Record check process:

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <http://www.nj.gov/education/crimhist>. Click on **"File Authorization and Make Electronic Payment."**
2. Select the first option **"New Administration Fee Request (New Applicants Only),"** enter your social security number, and click on the **"Continue"** button. This screen displays four (4) options as to the job position(s) and employer. Please select **#1. All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools.**
3. Complete the requested applicant information choosing **"Substitute Teacher"** for the Job Category. For School Info. click on **"Public School Selection"** and choose **"MERCER (21)"** for the County, **"THE COLLEGE OF NEW JERSEY (7305)"** for the District, and **"THE COLLEGE OF NEW JERSEY (001)"** for the School 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. 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. View and/or print your IdentoGO NJ Universal Fingerprint Form
 3. Click here to schedule your fingerprinting appointment with MorphoTrust

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.

6. Next select the second option **"View and/or print your IdentoGO NJ Universal Fingerprint Form"** to view and print the IdentoGO NJ Fingerprint Form and present it to MorphoTrust at the time of LiveScan fingerprinting.
7. 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.
8. About two weeks after you get fingerprinted, you will be able to view and print your **"Applicant Approval Employment History"** by accessing the above Criminal History Review Unit website.