

CRIMINAL HISTORY INSTRUCTIONS FOR NEW APPLICANTS

1. Access the Office of Student Protection's direct web address to begin the process. The web address is: <https://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)" 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 the 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.

Select "OTHER" box

Drop Down Menu Options:

1. **Charters (80) - County**
 2. **Paterson City (7503) - District**
 3. **Paterson Charter School for Science and Technology - School**
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 Idemia
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 "**View and/or print your IdentoGO NJ Universal Fingerprint Form.**" You must print the IdentoGO NJ Fingerprint Form to use when making your fingerprint appointment and to present it to Idemia at the time of LiveScan fingerprinting.

Originating Agency Number (ORI#)- N.J. 9301002

Category – EDK

Statute Number – N.J.S.A. 18A:6-7.2

Document Type – RB1

Contributor's Case Number – 80 4010 970

8. Access the Idemia web page by selecting the third option **“Click here to schedule your fingerprinting appointment with Idemia”** 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 Office of Student Protection website. Please give a copy to your employer.

PLEASE MAKE SURE THAT THE CODES ARE CORRECT.

IF THE CODES ARE ENTERED INCORRECT YOU WILL HAVE TO REDO THE WHOLE PROCESS AGAIN.



New Jersey Universal Fingerprint Form

www.bioapplicant.com/nj

(1) Originating Agency Number (ORI #) NJ930100Z		(2) Category EDK	(3) Statute Number 18A:6-7.2		
PUBLIC SCHOOL EMPLOYMENT			(5) Document Type RB1	(6) Payment Information	
(7) Contributor's Case # (Unique Identifier) 807503970			(8) Miscellaneous		
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number () -		(13) Social Security Number (Optional)	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address					
Address		City	State	Zip	
(21) Gender (Select one) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both	(22) Hair Color	(23) Eye Color	(24) Race (Select One) <input type="checkbox"/> Asian/ Pacific Islander (includes Asian Indian) <input type="checkbox"/> Black <input type="checkbox"/> American Indian / Alaska Native <input type="checkbox"/> White (Includes Hispanic/ Spanish Origin) <input type="checkbox"/> Unknown		
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement) Paterson Charter School for Science & Technology Employer Address 276 Wabash Avenue City Paterson State NJ Zip 07503			
Identification Requirement - Acceptable identification must be presented at the <u>time of printing</u> . Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/employer), Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).					

Please READ This Form Carefully:

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** that you **present** this completed Universal Fingerprint Form, IDG_NJAPP_020115_V2, at your scheduled appointment.

Appointment Scheduling:

Scheduling is available anytime at www.bioapplicant.com/nj. Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

Payment:

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

Cancel/ Reschedule:

Appointments may be canceled or rescheduled via the website or the call center before the deadline of 5PM EST the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 plus tax (\$10.70) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

Unable to be Fingerprinted:

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG_NJAPP_020115_V2, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 plus tax (\$10.70) appointment fee. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

PCN and Receipts:

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide *duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.*

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information:		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM



CRIMINAL HISTORY REVIEW (CHR) - ePayment



[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 2: Payment

STEP 3: Submit

Applicant Information:

Last Name*: --Suffix-- First Name*: Middle Init.:

Social Security No.*: (Number only without "-")

Date of Birth*: --month-- --day-- --year--

Sex*: -- select --

Race*: -- select --

Height*: (such as: 6' 1")

Weight*: (US, number only)

Maiden or alias Last Name :

Place of Birth*: (US State if US Citizen, Country for all others)

Country of Citizenship*: (USA, or others)

Hair Color*: -- select --

Eye Color*: -- select --

Street Address*:

City*:

State*: --select--

Zip*:

Job Category*: -- select -- Position Name (Position Code):

School Info: *

Public School Selection

Other School Selection

CHARTERS(80) *

PATERSON CITY(7503) *

PATERSON CS FOR SCI/TECH(970) *

Contractor/Vendor

Email:

Telephone Number*: (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.

ARCHIVE APPLICATION REQUEST

1. Access the Office of Student Protection's direct web address to begin the process. The web address is: <https://www.ni.gov/education/crimhist>.
2. Click on "**File Authorization and Make Electronic Payment for Criminal History Record Check.**"
3. Select the second option; "**Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003).**"
4. Please enter your Social Security number to ascertain if you are eligible for the process. Click "**Continue.**"
5. Select the appropriate Applicant Authorization and Certification form (AA&C) that is suitable to your job position and employer.
6. 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**"

Select "**OTHER**" box

Drop Down Menu Options:

1. Charters (80)
 2. Paterson City (7503)
 3. Paterson Charter School for Science and Technology
7. Submit your credit card payment. Total payment is \$29.75 (\$28.75 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.
 8. The Payment Confirmation page will state "**Your ePayment transaction has been processed successfully.**" You should print a copy of this receipt.
 9. In about two weeks, you will be able to view and print your "**Applicant Approval Employment History**" by accessing it on the Office of Student Protection website. Please give a copy to your employer.

Please make sure the School Codes are entered correctly.



CRIMINAL HISTORY REVIEW (CHR) - ePayment



[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 2: Payment STEP 3: Submit

Applicant Information:

Last Name*: --Suffix-- First Name*: Middle Init.:

Social Security No.*: (Number only without "-")

Date of Birth*: --month-- --day-- --year--

Sex*: -- select --

Race*: -- select --

Height*: (such as: 6'1")

Weight*: (US, number only)

Maiden or alias Last Name :

Place of Birth*: (US State (if US Citizen), Country (for all others))

Country of Citizenship*: (USA, or others)

Hair Color*: -- select --

Eye Color*: -- select --

Street Address*:

City*:

State*: --select--

Zip*:

Job Category*: -- select -- Position Name (Position Code)

School Info. *:

Public School Selection

Other School Selection

CHARTERS(80) *
 PATERSON CITY(7503) *
 PATERSON CS FOR SCI/TECH(970) *

Contractor/Vendor

Email:

Telephone Number*: (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.