

## QUESTIONS AND ANSWERS

### CRIMINAL HISTORY RECORD CHECKS

(*N.J.S.A. 18A:6-7.2 et seq.*, *N.J.S.A. 18A:39-19.1 et seq.*, *N.J.S.A. 18A:6-4.14 et seq.*, and *N.J.S.A. 18A:12-1.2 et seq.*)

#### 1. How does a new applicant apply for a Criminal History Record Check?

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 Option #1: **"New Administration Fee Request (New Applicants Only)"** - This 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/vendor 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. 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, the individual 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

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.

Next select the second option "**Complete and/or print your Identogo NJ Universal Fingerprint Form**" to complete the Identogo NJ Universal Fingerprint Form. 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.

Access the MorphoTrust web page by selecting the third option "**Click here to schedule your fingerprinting appointment with MorphoTrust**" to schedule a fingerprinting appointment and submit to LiveScan Fingerprinting.

When the Criminal History Review is completed, the applicant will receive an approval letter with the blue seal of the State of New Jersey or an Ineligible or Disqualification letter.

## **2. How does an applicant complete the Archive Process?**

1. The employing entity must authorize the Archive submission.
2. Your most recent Process Control Number (PCN) is required for this process. Your PCN number can be obtained from your previous MorphoTrust receipt or your most recent approval letter with the blue seal of the State of New Jersey.
3. Access the Criminal History Review Unit's 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" and then click on "Archive Application Request (Applicants Previously Fingerprinted and Approved Subsequent to February

2003)." Enter your social security number and click on "continue." Select the position for which you are applying.

4. Complete the On-Line Applicant Authorization and Certification (AA&C) request. The AA&C request consists of three steps: Input Information and Legal Certification, Payment, and Submit.
5. The Applicant is NOT required to go to a site for Live Scan fingerprinting. The Criminal History Review Unit will request the check from MorphoTrust.

See Question #13 for who is eligible for the Archive Process.

**NOTE:** Individuals who have filed online for the ePayment Criminal History Record Check and completed the IdentoGO NJ Universal Fingerprint Form but failed to print either the receipt or the IdentoGO NJ Universal Fingerprint form may now access the **Reprint Your Confirmation or IdentoGO Fingerprinting Form** located at the same Website cited above and obtain a copy of the receipt and IdentoGO fingerprint form for any previously submitted online requests.