

## 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/crimhist/>. Click on **"File Authorization and Make Electronic Payment for Criminal History Record Check."**
2. Select the first option: **"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 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, 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 Identogo 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 Identogo NJ Universal Fingerprint Form"** to complete the Identogo 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 Identogo 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.

## **IDEMIA Service Code for New Applicants**

Effective February 17, 2020, all new applicants for a criminal history background check will need a unique service code to schedule their fingerprint appointments with IDEMIA, the vendor that processes criminal history background checks. The six-character Service Code is used for uniquely identifying the Agency (ORI), Reason for Fingerprinting (RFP), Price, and other defining data for the transaction. The use of the Service Code ensures that new applicants are being printed for the correct purpose and are not accidentally or incorrectly being processed for a service they don't need. IDEMIA's customer service call center representatives will not provide Service Codes to callers. The distribution of the Service Code is dependent on the hiring agency to provide the correct Service Code to the new applicants.

The following are Service Codes that have been provided to the Department of Education, Office of Student Protection: <b>Reason for Fingerprinting</b> (Box 4 on the NJ Universal Fingerprint form)	<b>Service Code</b>
Public School Employment	2F1FB1
Nonpublic School Employment	2F19ZQ
School Bus Driver Employment	2F1GSH
School Board Member/Trustee	2FIGN4
DOE Volunteer	2F151N
DOE Volunteer Nonpublic	2F14XX

### **School Identification Numbers**

District Code	07
School Code	1770