

# Directions for Fingerprinting

**EVERY** applicant **MUST** “file with the State, your information to register your fingerprints.”

<http://www.nj.gov/education/crimhist/>

Step 1: Click on “[File Authorization And Make Electronic Payment For Criminal History Record Check](#)”

Step 2: Click on the appropriate link for your employment –

**Initial Applicants** – click on **New Administration Fee Request (New Applicants Only)**  
(A fee of \$62.69, plus \$11.00 administrative fee)

**Transferring Applicants** – click on **Transfer Request (Only Substitutes & Bus Drivers are eligible)**  
(A fee of \$5.00, plus \$1.00 convenience fee)

**Archiving Applicants** – click on **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**  
(A fee of \$27.50, plus \$1.00 convenience fee)

**NOTE:** If Transferring or Archiving, you must have been fingerprinted through an educational district, and from MorphoTrust after February 2003, having a PCN# for reference.

**Volunteer Applicants** – click on **New Administration Fee Request (New Applicants Only)**  
(A fee of \$26.00, plus \$1.00 administrative fee)

# NJ DOE Fingerprint Form Boxes

- (1) Originating Agency Number: (ORI#) Please enter - **NJ930100Z**
- (2) Category: Please enter **EDK** (**EDV** for Volunteers/Student Teachers)
- (3) Statute Number: District/Contractor/Nonpublic School must select the applicable statute number  
**18A:6-7.2** (for public school employment – volunteers/student teachers)  
**18A:39-19.1** (for employment as a school bus driver)  
**18A:6-4.14** (for nonpublic school employment)  
**18A:12-1.2** (for School Board Member/Trustee)
- (4) Reason For Fingerprinting: District/Contractor/Nonpublic School must enter applicable title listed below  
**Public School Employment** (Use only for 18A:6-7.2)  
**School Board Member/Trustee** (Use only for 18A:12-1.2)  
**DOE Volunteer** (Student teacher insert **DOE Volunteer**) (Use only For 18A:6-7.2)  
**School Bus Driver Employment** (Use only for 18A:39-19.1)  
**Nonpublic School Employment** (Use only for 18A:6-4.14)  
**Nonpublic Volunteer** (Insert **DOE Volunteer NP**) (Use only for 18A:6-4.14)
- (5) Document Type: Please enter **RB1** or (**VB1** – Volunteers/Student Teachers only)
- (6) Payment Information The following information must be entered in block #6  
**"Applicant pays the fee of \$62.69"** or ("**Volunteer/Student Teacher Pays the Fee of \$26.00**")
- (7) Contributor's Case Number: Please enter the applicable numerical code numbers  
County (**31**) + District/Contractor (**5570**) codes (public schools/school bus driver)  
County (2 digit) + (4 digit) + (3 digit) codes (private handicapped schools)  
County (2 digit) + (4 digit) + (3 digit) codes (nonpublic schools)
- (8) Miscellaneous: School Bus Drivers please enter driver's license number and expiration date.
- 25) Occupation: Please use one of the following literals to describe the position you are seeking.  
**ADMINISTRATOR/SUPERVISOR**  
**ATHLETIC PERSONNEL**  
**BOARD MEMBER/TRUSTEE**  
**CLASSROOM TEACHER**  
**CLERICAL**  
**COLLEGE STUDENT**  
**CUSTODIAL/MAINTENANCE**  
**EDUCATIONAL SUPPORT SERVICES**  
**NURSE**  
**PHYSICIAN**  
**SCHOOL BUS AIDE (NON DRIVER)**  
**SCHOOL BUS DRIVER**  
**SECRETARIAL**  
**SUBSTITUTE CLERICAL**  
**SUBSTITUTE CUSTODIAL/MAINTENANCE**  
**SUBSTITUTE FOOD SERVICES**  
**SUBSTITUTE HEALTH PROFESSIONAL**  
**SUBSTITUTE NURSE**  
**SUBSTITUTE SECRETARIAL**  
**SUBSTITUTE SECURITY**  
**SUBSTITUTE TEACHER**  
**SUBSTITUTE TEACHER AIDE**  
**TEACHER AIDE**  
**TUTOR**  
**VOLUNTEER**
- (26) Employer Name & Address: Please list the new employer's name and address with which you are now seeking employment.