



ARCHIVE PRINT SEARCH

**NORTHERN REGION
EDUCATIONAL SERVICES COMMISSION**

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Wayne, New Jersey 07470
Phone (973) 614-8585 – Fax (973) 614-1334

Diana C. Lobosco
Superintendent

Richard Giglio
Business Administrator/Board Secretary

***Please make sure you use the County and District Code for the Northern Region Educational Services Commission and **NOT** the district you have been assigned to.

County /Code should be: Passaic (31)

District/code should be: Northern Region Educational Services Commission (3975)

Please follow these directions to complete the DOE Criminal History Archive Print Record check 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/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.

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

Fee \$29.75, which includes a \$10.00 administrative fee and a \$1.00 fee charged by NJCUSA