

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 \$63.91, 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 \$29.75, 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 \$21.91, plus \$11.00 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 \$63.91" or ("**Volunteer/Student Teacher Pays the Fee of \$21.91**")
- (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.



Criminal History Review

The Criminal History Review Unit (CHRU) conducts criminal background checks of applicants for positions in New Jersey's public, private schools for students with disabilities, charter, nonpublic schools and authorized school bus contractors through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI). CHRU Telephone: (609)292-0507.

» [Criminal History Record Check Status](#)

(Applicant approval information within the last 5 years only)

[File Authorization And Make Electronic Payment For Criminal History Record Check](#)

(ePayment for initial application including creation of IdentoGO NJ Universal fingerprint form, applicants eligible for the Archive process, transfers and duplicate approval letter requests)

» ePayment Criminal History Record Check Instructions ([Word](#) | [PDF](#))

» [Chief School Administrator Letters](#)

(Criminal History practices and procedures)

Effective July 1, 2002, the State of New Jersey initiated a new program to process fingerprinting of applicants for employment and licensing

[Frequently Asked Questions and Answers Regarding the Fingerprint Process](#)



STEP 1: Input Information and Legal Certification

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 -- ▾

Street Address*:

City*:

State*: --select-- ▾

Zip*:

Job Category*: -- select -- ▾

School Info. *:

☒ Public School Selection

PASSAIC(31) ▾ *

WAYNE TOWNSHIP(5570) ▾

*

NONE(000) ▾

☐ Other School Selection

▾ *

▾ *

▾ *

☐ Contractor

--Select County-- ▾

--Select Contractor-- ▾

Email:

Telephone Number*: - - (Numbers only)



Job Category*:

----- select ----- ▼

Athletic Personnel
Custodial/Maintenance
Substitute (Description)
Volunteer
Other

School Info. *:



☒ Public School Selection

PASSAIC(31) ▼ *

WAYNE TOWNSHIP(5570) ▼

*

NONE(000) ▼

☐ Other School Selection

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----- ▼ *

----- ▼ *

☐ Contractor

---Select County--- ▼

---Select Contractor--- ▼



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On-Line Applicant Authorization and Certification (AA&C)



- ▶ **New Administration Fee Request (New Applicants Only)**
File Authorization, make electronic payment and print IdentoGO NJ Universal Fingerprint form.
- ▶ **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**
You must have been previously printed through the Dept. of Education to access the Archive process.
- ▶ **Duplicate Approval Letter Request**
You cannot request a Duplicate Approval Letter within 14 days of your last fingerprinting.
- ▶ **Transfer Request (Only Substitutes & Bus Drivers are eligible)**
- ▶ **Reprint Your Confirmation or IdentoGO Fingerprinting Form**



Web Site

FAQs

NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500
609-292-0507





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	
(4) Reason for Fingerprinting PUBLIC SCHOOL EMPLOYMENT			(5) Document Type RB1		(6) Payment Information \$67.20
(7) Contributor's Case # (Unique Identifier) 315570			(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="radio"/> Female <input type="radio"/> Male <input type="radio"/> Both		(22) Hair Color <input type="text"/>	(23) Eye Color <input type="text"/>	(24) Race (Select One) <input type="radio"/> Asian/ Pacific Islander (includes Asian Indian) <input type="radio"/> Black <input type="radio"/> American Indian / Alaska Native <input checked="" type="radio"/> White (Includes Hispanic/ Spanish Origin) <input type="radio"/> Unknown	
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement) Address WAYNE TOWNSHIP BOE , 50 NELLIS DRIVE City WAYNE State NJ Zip 07470			

Identification Requirement - Identification must be presented at the time of printing. 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 and is 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

and 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 you present this completed Universal Fingerprint Form, IDG_NJAPP_110113, 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, or electronic debit (ACH) from a checking account; accounts will be debited immediately. Money Order is the only form of payment accepted at the enrollment center.

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 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_110113; 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 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

IDG_NJAPP_110113

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**PRINT YOUR COMPLETED IdentoGO FINGERPRINT FORM
YOU MUST TAKE WITH YOU TO FINGERPRINT LOCATION**