

***Please check first to see if you are in the State database and can Archive your Fingerprints. If so, please follow the Archive Instructions. If not, please follow the New Applicant Request Instructions.**

New Applicant Request

Audubon District Code #0150

***Please select "Substitute Teacher" for Job Position when applying for a Substitute Certificate. (Even if you are a Coach or Instructional Aide).**

1. Access the Criminal History Review Unit's direct web address to begin the process:
<https://nj.gov/education/crimhist>.
2. Select the first option: "**New Administration Fee Request (New Applicants Only)**".
3. Enter your Social Security number to ascertain whether you are eligible for the process. Click "**Continue.**"
4. If you are eligible for the process, the screen will display four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to the next screen.
 - a. All job positions, except school bus drivers and bus aides, for public schools, private schools for students with disabilities and charter schools;
 - b. All school bus drivers and bus aides for public schools, private schools for students with disabilities, charter schools and authorized school bus contractors;
 - c. All job positions, except school bus drivers and bus aides, for nonpublic schools; or
 - d. All school bus drivers and bus aides for nonpublic schools and other agencies.
5. Complete the requested applicant information to include the county/district/school/contractor codes 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 Applicant Authorization and Certification form (AA&C) by checking the box.
6. 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. Accepted methods of payment are Visa, MasterCard, American Express or Discover credit cards.

7. You **must** click the "**Make Payment**" button only **one time** to complete the transaction. After completing the transaction, you will be presented with three required steps:
 - a. View and/or print your New Administration Fee Payment Request confirmation page;
 - b. Complete and/or print your IdentoGO NJ Universal Fingerprint Form;
 - c. [Click here to schedule your fingerprinting appointment with MorphoTrust](#)
8. 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.
9. Next select the second option – "**View and/or print your IdentoGO NJ Universal Fingerprint Form.**" You must print the IdentoGO NJ Fingerprint Form and fill in the boxes for height, weight, maiden name (if applicable), place of birth, country of citizenship, hair color, and eye color and present it to MorphoTrust at the time of LiveScan fingerprinting.
10. 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.
11. In about two weeks, you will be able to view and print your "**Applicant Approval Employment History**" by accessing the [Criminal History Review Unit's website](#). Provide a copy to your employer.

Reason for Fingerprinting	Service Code
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

Archive Applicant Request

Audubon District Code #0150

***Please select "Substitute Teacher" for Job Position when applying for a Substitute Certificate. (Even if you are a Coach or Instructional Aide).**

1. Access the Office of Student Protection's direct web address to begin the process: <https://www.nj.gov/education/crimhist>.

2. Click on "File Authorization and Make Electronic Payment for Criminal History Record Check."
3. Select the second option: "**Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003).**"
4. Enter your Social Security number to ascertain if you are eligible for the process. Click "**Continue.**"
5. Select the appropriate Applicant Authorization and Certification form that is suitable to your job position and employer.
6. Complete the requested applicant information to include the county/district/school/contractor codes furnished to you by your employer (0150) and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form by checking the box. Click "**Next**"
7. Submit your credit card payment. Total payment is \$28.50 (\$27.50 plus a \$1.00 convenience fee charged by the private vendor). Click "**Continue**" and then click "**Make Payment**" at the bottom of the next page.
8. The Payment Confirmation page will state "**Your ePayment transaction has been processed successfully.**" You should print a copy of this receipt.
9. In about two weeks, you will be able to view and print your "**Applicant Approval Employment History**" by accessing it on the [Criminal History Review Unit website](#). Provide a copy to your employer.