

NEW JERSEY CRIMINAL HISTORY/FINGERPRINTING INFORMATION

If....

You have never worked for a school, a bus contractor, or a vendor, **or...**

You have never been fingerprinted for public school employment, **or...**

You were fingerprinted before March 2003



You will need to follow the instructions for **New Applicant**

If....

You were fingerprinted and approved by the Office of Student Protection after 2003 and are changing school districts **or..**

You were fingerprinted over a year ago and have not been continuously employed with a school district, **or....**

You are a school bus driver renewing your "S" endorsement



You will need to follow the instructions for **Archive Applicant**

If...

You were fingerprinted after March 2003, and

You were fingerprinted for a substitute or bus driver position, and

You have been continuously employed by a school district and can provide a Verification of Employment memo.



You will need to follow the instructions for **Transfer Applicant**

Instructions for New Applicants

1. Go to <https://nj.gov/education/crimhist/> Click on “**File Authorization and Make Electronic Payment.**”
2. Select the first option: “**New Administration Fee Request (New Applicants Only)**”



➤ **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 Department of Education subsequent to February 21, 2003 and the state print image retained by the State Bureau of Identification to be eligible for the Archive process. If you were fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, you are not eligible for the archive process.

➤ **Transfer Request (Only Substitutes & Bus Drivers are eligible)**
May only be completed by applicants, Educational Facilities, Contractors or Vendors.

3. Enter your Social Security number. Click “**Continue**”
4. The screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to the next screen.

-For all applicants except transportation-choose option 1



Please select an AA&C form:

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](#)

-For transportation applicants-choose option 2



Please select an AA&C form:

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](#)

5. Complete the requested applicant information. The school codes are as follows:

County: Ocean (29)
District: Manchester Township (2940)
School Code: None (000)
Public School Employment Service Code: 2F1FB1
School Bus Driver Employment: 2FIGSH

5. Please complete the required payment information. Payments are made in two parts. **There is a \$10.00 administrative fee for the department to process the request and issue an approval as well as an additional \$1.00 convenience fee** charged by the private vendor, NicUSA for processing the credit card information. You must click the “Make Payment” button only one time to complete the transaction. **There will also be a \$68.00 fee for new applicant fingerprinting.**
6. After completing the transaction, you will be presented with two **required** steps:
1. View and/or print your New Administration Fee Payment Request confirmation page
 2. Click here to schedule your fingerprinting appointment
7. 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 Manchester Township Board of Education.
8. Access the Idemia web page by selecting the second option “***Click here to schedule your fingerprinting appointment***” or calling 1-877-503-5981 to schedule an appointment.
9. About two weeks after you get fingerprinted, you will be able to view and print your “***Applicant Approval Employment History***” by accessing the Office of Student Protection website.



10. Provide a copy to the Manchester Township Board Office and upload a copy to your Substitute Teacher Credentialing application on <https://njdoe.my.site.com/manage/s/>

Archive Application Request Instructions

1. Go to <https://nj.gov/education/crimhist/> Click on “**File Authorization and Make Electronic Payment.**”
2. Select the second option for “**Archive Application Request**”



▶ **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 Department of Education subsequent to February 21, 2003 and the state print image retained by the State Bureau of Identification to be eligible for the Archive process. If you were fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, you are not eligible for the archive process.

▶ **Transfer Request (Only Substitutes & Bus Drivers are eligible)**
May only be completed by applicants, Educational Facilities, Contractors or Vendors.

3. Enter your Social Security number to ascertain if you are eligible for the process. Click “**Continue.**”
4. Select the appropriate Applicant Authorization and Certification form that is suitable to your job position and employer.
5. Complete the requested applicant information. The school codes are as follows:
County: Ocean (29)
District: Manchester Township (2940)
School Code: None (000)
Public School Employment Service Code: 2F1FB1
School Bus Driver Employment: 2FIGSH
6. Read and accept the terms of the Applicant Authorization and Certification form by checking the box.
7. Submit your credit card payment. **Total payment is \$29.75 (\$28.75 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. About two weeks after you get fingerprinted, you will be able to view and print your approval by going to <https://nj.gov/education/crimhist/> and clicking on “**Applicant Approval Employment History**”



Applicants - Online Systems

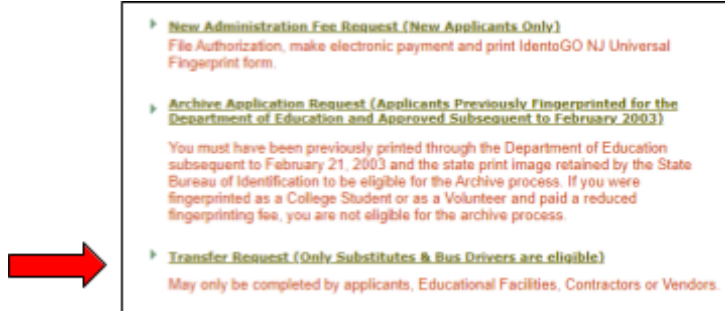
▶ Applicant Approval Employment History

▶ Weekly Listing of Approved Applicants

▶ File Authorization and Make Electronic Payment

Transfer Request Instructions

1. Go to <https://nj.gov/education/crimhist/> Click on “**File Authorization and Make Electronic Payment.**”
2. Select the third option for “**Transfer Request**”



3. Enter the Social Security number to ascertain if the applicant is eligible for the process. Click “**Continue.**”
4. The screen will display two options. Select the option for the position for which you are requesting the transfer.
 1. For All Bus Drivers Only
 2. For All Other Job Categories
5. Complete the requested applicant information. The school codes are as follows:
 - County: Ocean (29)
 - District: Manchester Township (2940)
 - School Code: None (000)
 - Public School Employment Service Code: 2F1FB1
 - School Bus Driver Employment: 2FIGSH
6. Review your information and submit your credit card payment. **Total payment is \$6.00 (\$5.00 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.
7. The Payment Confirmation page will state “Your ePayment transaction has been processed successfully.” You may print a copy of this receipt
8. About two weeks after you get fingerprinted, you will be able to view and print your approval by going to <https://nj.gov/education/crimhist/> and clicking on “**Applicant Approval Employment History**”

