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 drive 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)*"

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

   -For transportation applicants-choose option 2

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
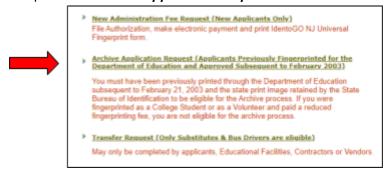School Bus Driver Employment: 2FIGSH

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.

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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*"

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
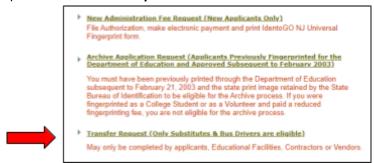   - School Bus Driver Employment: 2FIGSH

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*"

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*"