

DIRECTIONS FOR FINGERPRINTING

- The applicant/employee must complete the process of being fingerprinted through the Department of Education, Criminal History Review Unit with the following information:

County Code: 03 (Bergen)
District Code: 3760 (Oakland)

- All applicants must submit their Applicant Authorization and Certification by going to the Criminal History website at www.nj.gov/education/educators/crimhist and clicking on the line “File Authorization and Make Electronic Payment for Criminal History Record Check”.
- Applicant/Employee shall select the first choice “New Administration Fee Request” and then select one of the four (4) options depending on their job position and employer.
- Applicant /Employee must complete the Applicant Authorization and Certification (AA&C) form and make the required administrative fee payment (\$11.00) with a credit or debit card.
- After the administrative fee payment has been approved, the applicant must complete the following three (3) processes:
 1. View and print their Applicant Authorization & Certification (AA&C) confirmation page.
 2. Complete and print their IdentGO Nj Universal Fingerprint form - cost \$67.20.
*It is mandatory that when filling out the online application , the “Job Position” section must be completed - ex: Teacher, Substitute Teacher, Clerical Substitute, Instructional Asst. Substitute, Playground Aide, etc.

(Following completion of the online filing, there will be a link to MorphTrust to schedule an appointment to be LiveScan fingerprinted.)

3. Schedule their MorphoTrust fingerprinting appointment.

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, non public 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 Review for NJDOE](#)

Criminal History Instructions for New Applicants

Archive Application Request

Transfer Request

Reprinting Confirmation or Identogo Fingerprinting Form

[Criminal History Review Status](#)

(Applicant approval information within the last 5 years only)

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

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

[Chief School Administrator Letters](#)

(Criminal History practices and procedures)

Effective July 1, 2012, the State of New Jersey initiated a new program to process fingerprinting of applicants for employment and licensing.

The Department of Education provides, [Questions and Answers for Criminal History Record Checks](#). Please visit this site to see a list of frequently asked questions and answers regarding the criminal history background check process.

Some Common Questions:

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 and Bus Drivers are eligible

Reprint Your Confirmation or IdentoGO Fingerprinting Form