

## Instructions for New Applicants

1. Access the Office of Student Protection's direct web address to begin the process. The web address is: <https://www.nj.gov/education/crimhist>. Click on **"File Authorization and Make Electronic Payment for Criminal History Record Check."**
2. Select the first option: **"New Administration Fee Request (New Applicants Only)"** and enter your Social Security number to ascertain if you are eligible for the process. The screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to next screen.
3. Complete the requested applicant information to include the county, district, school or contractor code names 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 by checking the box.
4. Please 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. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.  
  
You must click the **"Make Payment"** button only one time to complete the transaction.
5. After completing the transaction, you will be presented with three required steps:
  1. View and/or print your New Administration Fee Payment Request confirmation page
  2. View and/or print your IdentoGO NJ Universal Fingerprint Form
  3. Click here to schedule your fingerprinting appointment with Idemia
6. 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.
7. Next select the second option **"View and/or print your IdentoGO NJ Universal Fingerprint Form."** You must print the IdentoGO NJ Fingerprint Form to use when making your fingerprint appointment and to present it to Idemia at the time of LiveScan fingerprinting.
8. Access the Idemia web page by selecting the third option **"Click here to schedule your fingerprinting appointment with Idemia"** or call 1-877-503-5981 to schedule a fingerprinting appointment.
9. In 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. Give a copy to your employer.

## Archive Application Request Instructions

1. Access the Office of Student Protection's direct web address to begin the process. The web address is: <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. Please 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 or contractor code names 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 by checking the box. Click ***"Next"***
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. In about two weeks, you will be able to view and print your ***"Applicant Approval Employment History"*** by accessing it on the Office of Student Protection website. Please give a copy to your employer.

# Transfer Request Instructions

1. Access the Office of Student Protection's direct web address to begin the process. The web address is: <https://www.nj.gov/education/crimhist>.
2. Click on **"File Authorization and Make Electronic Payment for Criminal History Record Check."**
3. Select the third option: **"Transfer Request (Only Substitutes & Bus Drivers are eligible)."**
4. Please enter the Social Security number to ascertain if the applicant is eligible for the process. Click **"Continue."**
5. The screen will display two options:
  1. For All Bus Drivers Only
  2. For All Other Job Categories
6. Select the option for the position for which you are requesting the transfer. Complete the requested applicant information including the county/district/school/contractor-vendor code names furnished to you by your employer and click on the **"Next"** button.
7. 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.
8. The Payment Confirmation page will state **"Your ePayment transaction has been processed successfully."** You may print a copy of this receipt.
9. In a few days, you will be able to view and print your **"Applicant Approval Employment History"** by accessing it on the Office of Student Protection website. Please give a copy to your employer.



This is a Secure Website!

### 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 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.

▶ **Reprint Your Confirmation or IdentoGO Fingerprinting Form**

**Web Site**

FAQs

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NEW JERSEY STATE DEPARTMENT OF EDUCATION  
PO BOX 500  
TRENTON, NEW JERSEY 08625-0500  
609-376-3999

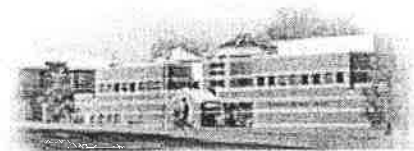


[AA&C Home](#)

APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)  
NEW ADMINISTRATION FEE PAYMENT REQUEST

A user of the CHRU ePayments process will be asked to fill out an on-line  
Applicant Authorization and Certification (AA&C) form.

NEW APPLICATION REQUEST



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

NOTE: A School Bus Driver is defined as an individual holding or applying for a Motor Vehicle "S" Endorsement.

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NEW JERSEY STATE DEPARTMENT OF EDUCATION  
PO BOX 500  
TRENTON, NEW JERSEY 08625-0500  
609-376-3999



[AA&C Home](#)

APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)  
NEW ADMINISTRATION FEE PAYMENT REQUEST

All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools

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 ---- ▼

Height\*:  ( such as. 6 ' 1" )

Weight\*:  ( lbs, number only )

Maiden or alias Last Name :

Place of Birth \*:  (US State if US Citizen, Country for all others)

Country of Citizenship\*:  ( USA, or others )

Hair Color\*:  --- select --- ▼

Eye Color\*:  --- select --- ▼

Street Address\*:

City\*:

State\*:  ---select--- ▼

Zip\*:

Job Category\*:  ---- select ---- ▼ Position Name (Position Code)

School Info. \*:

Public School Selection

MERCER(21) ▼ \*

HOPEWELL VALLEY REGIONAL(2280) ▼ \*

---- Select School ---- ▼

Other School Selection

---- ▼ \*

---- ▼ \*

---- ▼ \*

Contractor/Vendor

---Select County--- ▼

---Select Contractor/Vendor--- ▼

Email:

Telephone Number\*:  -  -  (Numbers only)

**Legal Certification:**

To continue with the ePayment process read and accept the terms of the AA&C by checking the box:

\* I do hereby authorize the New Jersey State Department of Education, its agents and representatives, to submit fingerprint data pertaining to me to the Federal Bureau of Investigation and the New Jersey State Police Bureau of Identification for the purpose of

**Formerly Sagem Morpho Inc**

(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 APPLICANT PAYS FEE OF <del>\$62.70</del> \$67.45
(7) Contributor's Case # (Unique Identifier) 21 2280	(8) Miscellaneous	

(9) First Name	(10) MI	(11) Last Name
(12) Daytime Phone Number ( ) -	(13) Social Security Number	(14) Date of Birth
(15) Height	(16) Weight	(17) Maiden Name (if married female)
(18) Place of Birth (U.S. State -for US Citizen; Country for all others)	(19) Country of Citizenship	

(20) Home Address			
Address	City	State	Zip
(21) Gender (Select one) Male ( ) Female ( ) Both ( )	(22) Hair Color (Indicate most predominant color, one only)	(23) Eye Color	(24) Race (Select One) A Asian/ Pacific Islander ( includes Asian Indian) B Black W White ( Includes Hispanic/ Spanish Origin) U Unknown I American Indian / Alaska Native
(25) Occupation	(26) Employer (Name) HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT 425 SOUTH MAIN STREET PENNINGTON, NJ 08534	Employer Address	City State Zip

**APPLICANT INFORMATION - READ THIS FORM CAREFULLY AND FOLLOW ALL INSTRUCTIONS TO COMPLETE THE FINGERPRINT PROCESS. You MUST present this completed form at your appointment to be FINGERPRINTED. NO EXCEPTIONS ALLOWED. Applicants without forms or with incomplete forms will not be printed.**

**IDENTIFICATION IS REQUIRED- ACCEPTABLE ID REQUIREMENTS -ID MUST include Photo, Name, Address (Home/ Employer) and Date of Birth. Acceptable ID MUST be issued by a Federal, State, County or Municipal entity for Identification purposes. Examples of acceptable ID are: 1) Valid Photo Drivers License or Valid Photo ID issued by any State DMV or NJ MVC, 2) Passport. Acceptable ID MUST meet all of the underlined requirements above and MUST be present on one (1) ID. Combinations of documents are NOT acceptable. If acceptable ID is not presented you will not be fingerprinted.**

For applicants who are required to pay for their own fingerprinting fees, payment is required at the time of scheduling. Payment may be made with a credit card or electronic debit from a checking account. Remember your account will automatically be debited. An \$11 fee is charged to cover the cost of a scheduled appointment for applicants who do not cancel/reschedule by noon on the business day prior to your scheduled appointment (Saturday appointments on for Monday appointments). All appointments can be canceled/rescheduled via the web without penalty if cancellation requirements are met. The \$11 fee will also apply for applicants who are turned away from the printing sites due to the inability to present proper ID, who fail to present this completed Universal Fingerprint Form provided to you by your requesting agency or employer, or who are turned away because information on this form does not match the information provided during the scheduling process. You will be refunded State and Federal search fees only.

Appointment scheduling is available via the web at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj), 24 hours per day, 7 days per week. For applicants who do not have web access, appointments can be made by contacting us toll free at (877) 503-5981 on a first call, first served basis Monday through Friday, 9:00 AM to 5:00 PM EST and Saturday, 8:00 AM to 12 noon EST. English and Spanish speaking operators are available. Hearing impaired scheduling is available at (800) 673-0353. ONLY applicants who schedule through the call center can make payment by money order at the fingerprint site. No other form of payment is accepted at the fingerprint site.

Your APPLICANT ID, Site, Date, Time of your appointment, and payment authorization will be confirmed by the call center agent or web confirmation once scheduling is complete. You must record this information in the appropriate blocks below while speaking with the operator. If you appear for fingerprinting at a site where you are not scheduled or on a different date and time, you will be turned away and not fingerprinted. If applicable, you will incur the \$11 appointment fee.

Your PCN number will be recorded when your fingerprinting has been completed. You MUST retain a copy of the form and a copy of the receipt provided to you by the Fingerprint Technician for your records. **NO RECEIPTS WILL BE PROVIDED AFTER THE DATE OF PRINTING.**

Applicant ID No.	Scheduled Site/ Date/ Time	PYMT Authorization	PCN
Agency Information #1	Agency Information #2 NJ Department of Education		

**APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM**