

Coleen Zullo
Personnel Coordinator
Flemington-Raritan School District
50 Court Street
Flemington, NJ 08822
TEL (908) 284-7566 FAX (908) 284-7514

INSTRUCTIONS FOR COMPLETING AN ONLINE CRIMINAL HISTORY APPLICATION

Instructions for **New Applicants**, see below.

Instructions for **Archive Applicants**, see page 3.

Instructions for **Transfer Applicants**, see page 5.

Instructions to **Reprint**, see page 6.

Instructions for **Scheduling Fingerprint Appointments**, see page 7.

CRIMINAL HISTORY INSTRUCTIONS FOR NEW APPLICANTS

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <http://www.nj.gov/education/educators/crimhist>. Click on **"File Authorization and Make Electronic Payment for Criminal History Record Check."** Enter your Social Security number and click **"Continue."**
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 #1 and proceed to next screen.
 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
3. Complete the requested applicant information to include the county/district/school/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 AA&C by checking the box.

Select: County - **Hunterdon(19)**, District – **Flemington -Raritan(1510)**

<input checked="" type="radio"/> Public School Selection	<input type="radio"/> Other School Selection
<input type="text" value="HUNTERDON(19)"/> *	<input type="text" value="-----"/> *
<input type="text" value="FLEMINGTONRARITAN REGION(1510)"/> *	<input type="text" value="-----"/> *
<input type="text" value="----N/A----"/>	<input type="text" value="-----"/> *

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. Complete and/or print your IdentoGO NJ Universal Fingerprint Form
 3. Click here to schedule your fingerprinting appointment with MorphoTrust
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 Coleen Zullo. You can either print and mail a hard copy, or send an electronic copy via email to czullo1@frsd.k12.nj.us.
7. Next select the second option “**Complete and/or print your IdentoGO NJ Universal Fingerprint Form**” to complete the IdentoGO NJ Universal Fingerprint Form. Type the missing information into the seven highlighted boxes (*height, weight, maiden name if applicable, place of birth, country of citizenship, hair color, and eye color*). After the form is complete, you must click on the “**Submit**” button at the bottom of the page. When the form has been submitted, you must view and print the IdentoGO NJ Fingerprint Form and present it to MorphoTrust at the time of LiveScan fingerprinting.
8. 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.
9. In about two weeks, you will be able to view and print your “**Applicant Approval Employment History**” by accessing the Criminal History Review Unit website. Please give a copy to Coleen Zullo. You can either print and mail a hard copy, or send an electronic copy to czullo1@frsd.k12.nj.us.

ARCHIVE APPLICATION REQUEST

1. Access the Criminal History Review Unit’s direct web address to begin the process. The web address is: <http://www.nj.gov/education/educators/crimhist>. Click on **“File Authorization and Make Electronic Payment for Criminal History Record Check.”**
2. Select the second option: **“Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003).”**
3. Please 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 (AA&C) that is suitable to your job position and employer. Please select #1:
 1. All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools
5. Complete the requested applicant information to include the county/district/school/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 AA&C by checking the box. Click **“Next”**

Select: County - **Hunterdon(19)**, District – **Flemington -Raritan(1510)**

<p><input checked="" type="radio"/> Public School Selection</p> <p>HUNTERDON(19) <input type="button" value="v"/>*</p> <p>FLEMINGTONRARITAN REGION(1510) <input type="button" value="v"/>*</p> <p>-----N/A----- <input type="button" value="v"/></p>	<p><input type="radio"/> Other School Selection</p> <p>----- <input type="button" value="v"/>*</p> <p>----- <input type="button" value="v"/>*</p> <p>----- <input type="button" value="v"/>*</p>
---	---

6. Submit your credit card payment. Total payment is \$31.25 (\$30.25 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 should print a copy of this receipt. You must provide a copy of your receipt to Coleen Zullo. You can either print and mail a hard copy, or send an electronic copy via email to czullo1@frsd.k12.nj.us.

8. 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. Please give a copy to Coleen Zullo. You can either print and mail a hard copy, or send an electronic copy via email to czullo1@frsd.k12.nj.us.

TRANSFER REQUEST

1. Access the Criminal History Review Unit’s direct web address to begin the process. The web address is: <http://www.nj.gov/education/educators/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.

Select: County - **Hunterdon(19)**, District – **Flemington -Raritan(1510)**

<input checked="" type="radio"/> Public School Selection <input type="text" value="HUNTERDON(19)"/> * <input type="text" value="FLEMINGTONRARITAN REGION(1510)"/> * <input type="text" value="----N/A----"/>	<input type="radio"/> Other School Selection <input type="text" value="-----"/> * <input type="text" value="-----"/> * <input type="text" value="-----"/> *
--	---

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 must provide a copy of your receipt to Coleen Zullo. You can either print and mail a hard copy, or send an electronic copy via email to czullo1@frsd.k12.nj.us.

REPRINT YOUR CONFIRMATION OR IDENTOGO FINGERPRINTING FORM

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <http://www.nj.gov/education/educators/crimhist>.
2. Click on **"File Authorization and Make Electronic Payment for Criminal History Record Check."**
3. Select the fourth option: **"Reprint Your Confirmation or Identogo Fingerprinting Form."**
4. Please enter your Social Security number and your Date of Birth. Click **"Continue."**
5. The system will present all past Applicant Authorization & Certification (AA&C) ePayments made to the Department of Education. The applicant will then click on the past ePayments for which they require Applicant Authorization & Certification (AA&C) Confirmation reprints and/or Identogo Fingerprinting Form reprints and submit these request(s). You must provide a copy of your receipt to Coleen Zullo. You can either print and mail a hard copy, or send an electronic copy via email to czullo1@frsd.k12.nj.us.

NOTE: NO PAYMENT IS REQUIRED FOR THE APPLICANT AUTHORIZATION & CERTIFICATION (AA&C) ePAYMENT AND/OR IDENTOGO FINGERPRINTING FORM REPRINT PROCESS.

Coleen Zullo
Personnel Coordinator
Flemington-Raritan School District
50 Court Street
Flemington, NJ 08822-1300
TEL (908) 284-7566 FAX (908) 284-7514

SCHEDULING FINGERPRINT APPOINTMENTS

Statewide Non-Criminal Justice Fingerprint (Live Scan) Through Private Vendor

The State of New Jersey contracted MorphoTrak to process fingerprinting of applicants for employment and licensing purposes throughout the state. Effective July 1, 2002, all applicants requiring fingerprinting for school employment will utilize the Live Scan Fingerprinting Service to meet the statutory requirements. The Applicant Authorization and Certification Form (AA&C) must first be submitted online before scheduling a fingerprint appointment. (*See instructions for completing an online criminal history application*)

You also must complete the attached **Public School Employment** fingerprinting application form prior to scheduling your appointment. When you schedule your appointment for fingerprinting, you will be asked to provide information from this form.

You may contact MorphoTrak to schedule a time and place to be fingerprinted using either their toll free call center at (877) 503-5981 or via the web at www.bioapplicant.com/nj. When you arrive for your fingerprint appointment, you will be required to provide current photo identification. No fingerprints will be taken if you cannot produce a photo ID. Acceptable forms of identification include:

- Federal / state / county / municipal photo identification cards
- Driver's license with a photograph
- Passport

Once fingerprinted, you will receive a receipt approved by the New Jersey State Police as evidence of successful completion of the fingerprint process. The PCN# from this receipt should be recorded on your form before returning this form to the school district. In those cases where the State Bureau of Investigation or the Federal Bureau of Investigation rejects an electronic fingerprint card as unclassifiable, MorphoTrak will notify you to schedule an appointment to be re-fingerprinted at no additional cost. When completing the MorphoTrak form, please use one of the following literals for Occupation (Box #25) to describe **the position you are seeking**:

Administrator
Classroom Teacher
Educational Support Services (Certificated)
Substitute Teacher
Teacher Aide
Custodial / Maintenance
School Bus Driver
Clerical/Secretarial
Food Service
Security

It is crucial for those job positions that do not match the above literals, for you to describe the position that you are seeking (i.e. physician, nurse, landscaper, coach, unpaid volunteer, student teacher, etc.).

