



FINGERPRINTING PROCESS PUBLIC SCHOOL

Step 1 - Access www.nj.gov/education/crimhist/ and select “File Authorization & Make Electronic Payment for Criminal History Record Check.”

Step 2 - Select one of the following options:

“**New Administration Fee Request**” (new applicants only) *

“**Archive Application Request**” (previously fingerprinted for public school employment only) **

“**Transfer Request**” (substitutes and bus drivers only) ***

Step 3 - Select the appropriate AA&C form that is suitable to your job position and employer.

Step 4 - Complete the requested application as prompted: Input Information and Legal Certification; Payment (credit or debit card); **Submit**. You will need the following information — ORI Number: **NJ930100Z**; Contributor Case Number: **03-1550**; Category: **EDK**; Document Type: **RBI**; State Statue Requiring Fingerprinting: **N.J.S.A. 18A:6-7.2**; Reason for Fingerprinting: Public School Employment.

Step 5 - (for new applicants only) - After completing the transaction, you will be presented with three required steps.

1) Click “ **View and/or print your New Administration Fee Payment Request confirmation page.**” Print two copies of confirmation page; one copy to submit to the HR once and one copy for your records.

2) Select , “**Complete and/or print your IndentoGO NJ Universal Fingerprint Form.**” Complete any unpopulated blocks on the IndentoGO NJ Universal Fingerprint form. Once the form is complete, click on the “Submit” button and print form. A printed copy of this form is to be presented to Idemia (formally known as Morpho Turst) at the time of the LiveScan Fingerprinting appointment.

3) Click “**Schedule an Appointment**” to be redirected to the Indemia appointment page (www.bioapplicant.com/nj) to schedule appointment and pay the fee. If you have a question regarding appointment, **call 1-877-503-5981** to reach Indemia.

Fingerprint results can be viewed at <http://www.nj.gov/education/educators/crimhist/> (click on “Applicant Approval Employment History” and enter your SSN and DOB). **Print results and up-load to Applitrack.**

FEES INVOLVED:

* New—approximate fee of \$77.05 (includes Administrative Fee + Fingerprint Fee)

** Archive—approximate fee of \$30.75 (includes Administrative Fee + Archival Fee)

*** Transfer —\$6.00

For more information you may visit the following website:
<http://www.nj.gov/education/crimhist/>

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