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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