

Pemberton Township Schools require all student teaching candidates to complete background checks. If you have not already completed a background check through your college or university, you have a few options:

- If you have never been fingerprinted for the Dept. of Ed, you need to get an appointment with MorphoTrust for fingerprinting.
 - [New Administration Fee Request \(New Applicants Only\)](#)
File Authorization, make electronic payment and print IdentoGO NJ Universal Fingerprint form.
 - You can pay the full price & get the level of background check to qualify as a SUBSTITUTE.
 - You can check the category OTHER & pay a lesser price. Be aware that if you then want to sub later you may have to do the full process over again because this level of fingerprinting is not archived.
- If you have been fingerprinted before for DOE:
 - You can submit an Archive Application & pay about ½ of the original cost to get a background check redone, but no re-fingerprinting.
 - [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.
 - If you are actively subbing, you can just ask for a TRANSFER of records & it only costs about \$5.
 - [Transfer Request \(Only Substitutes & Bus Drivers are eligible\)](#)
May only be completed by applicants, Educational Facilities, Contractors or Vendors.

Please see <http://www.nj.gov/education/educators/crimhist/> for more information.