

Pemberton Township Schools

Fingerprints/Background Check Instructions

******Please read through carefully to ensure that you do not pay for the wrong application. After deciding which applicant you are, the following pages will go into depth on how to apply for each one along with how to schedule your appointment, if needed.***

There are three (3) different types of applications to select from to complete the Criminal History record check:

1. New Applicant
2. Archive Request
3. Transfer Request

You are a [new](#) applicant if:

- You have never worked for a school, a bus contractor, or a vendor.
- You were fingerprinted by Office of Student Protection before March 2003, and are changing school districts, bus contractors or vendors.
- You were originally fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee.
- You were previously disqualified by Office of Student Protection and have had your criminal record expunged.

You are an [archive](#) applicant if:

- You were fingerprinted and approved by Office of Student Protection after February 2003, and are changing school districts or vendors.
- You are a school bus driver renewing your “S” endorsement and were fingerprinted and approved after February 2003.

You are a [transfer](#) applicant if:

- You were fingerprinted and approved by Office of Student Protection after March 2003.
- You were fingerprinted for a substitute or bus driver position.
- You have been employed in a substitute position continuously by a school or vendor since the first year your criminal history approval was issued, and you can provide a Verification of Employment memo.

NJDOE OSP Applicant Process User Guide

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1. New Applicant Process

1.1 Accessing the Office of Student Protection website

Access the Office of Student Protection's direct web address at www.nj.gov/education/crimhist/ and click on "File Authorization and Make Electronic Payment."

The screenshot displays the official website of the Office of Student Protection, part of the New Jersey Department of Education. The header includes the date 'February 10, 2023', 'COVID-19 Information', and a 'SHOW ALERTS' button. The navigation bar lists 'OFFICIAL SITE OF THE STATE OF NEW JERSEY', 'NJ.gov', 'Services', 'Agencies', 'FAQs', 'Timeline', 'Get Updates', and a search function. The main content area is titled 'Office of Student Protection' and features a breadcrumb trail: 'Home / Criminal History Record Check'. A prominent message states: 'To complete this application, a Microsoft internet browser like Internet Explorer or Edge is recommended. All other operating systems and internet browsers are unreliable with this program. Do not use Smart phones, tablets, iPads or other mobile devices.' Below this, instructions are provided for different applicant types: 'new applicant', 'archive applicant', and 'transfer applicant'. On the right side, the 'Applicants - Online Systems' section lists three options: 'Applicant Approval Employment History', 'Weekly Listing of Approved Applicants', and 'File Authorization and Make Electronic Payment', which is highlighted with an orange arrow. The 'Contact Us' section provides the address, phone, fax, and email for the Office of Student Protection. The footer contains links to 'Office of Student Protection', 'Forms', 'Pre-Employment Resources PL 2016, c. 5', 'Instructions', 'Chief School Administrator Letters', and 'Questions and Answers'. It also includes a 'Statewide' section with links to 'Governor Phil Murphy', 'Lt. Governor Sheila Oliver', 'NJ Home', 'Services A to Z', 'Departments/Agencies', 'FAQs', 'Contact Us', 'Privacy Notice', 'Legal Statement & Disclaimers', and 'Accessibility Statement'. The footer also features the NJ State Seal, the 'NJ.gov' logo, and the 'powered by njol' logo.


1.2 Filing a new Administration Fee Request (New Applicants Only)

Select the first option: “New Administration Fee Request (New Applicants Only)” and enter your Social Security number and click “Continue.” The screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to next screen.

- All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools
- All School Bus Drivers and Bus Aides for Public Schools, Private Schools for Students with Disabilities, Charter Schools and Authorized School Bus Contractors
- All Job Positions, except School Bus Drivers and Bus Aides, for Non-Public Schools
- All School Bus Drivers and Bus Aides for Non-Public Schools and Other Agencies

On-Line Applicant Authorization and Certification (AA&C)

A



- ▶ **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**

ePayment

[AA&C Home](#)

APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)

NEW ADMINISTRATION FEE PAYMENT REQUEST

B

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.

1.3 Application Breakdown

Complete the requested applicant information making sure to use the employer codes provided to you 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.

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*: DOE | Suffix: | First Name*: JOHN | Middle Init.: |
Social Security No*: 123456789 | (Number only without "-")
Date of Birth*: January | 2 | 1998 |
Sex*: Male |
Race*: White, Non-Hispanic |
Height*: 6'1" | (such as: 5' 11")
Weight*: 200 | (lbs, number only)
Maiden or alias Last Name: |
Place of Birth*: USA | (US State if US Citizen, Country for all others)
Country of Citizenship*: USA | (USA, or others)
Hair Color*: BALD |
Eye Color*: BROWN |
Street Address*: 15 MAIN STREET |
City*: TRENTON |
State*: NEW JERSEY | Zip*: 12345 |
Job Category*: Substitute Teacher (04) | Position Name (Position Code): |

School Info. *

☒ Public School Selection
CAMDEN(07) |
BELLMAWR BOROUGH(0260) |
NONE(000) |

☐ Other School Selection
|
|
|

☐ Contractor/Vendor
--Select County-- |
--Select Contractor/Vendor-- |

☐ Sponsors
--Select College-- |

Email*: TEST@GMAIL.COM |
Telephone Number*: 609 | 555 | 1111 | (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 obtaining criminal history record information as required by N.J.S.A. 18A:6-7.2 or N.J.S.A. 18A:12-1.2 or N.J.S.A. 18A:39-19.1.

I swear/affirm that I have not been convicted nor do I have any charges pending for the following crimes or offenses: any crime of the first or second degree; any crime bearing upon or involving sexual offenses or child molestation; any crime of the fourth degree involving a victim who is a minor; an offense involving the possession, manufacture, transportation, sale, distribution, habitual use of a controlled dangerous substance or any violation involving drug paraphernalia, including hypodermic needles; any crime involving the use of force or the threat of force to or upon a person or property including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder, any crime of possessing weapons; a third degree crime as set forth in Chapter 20 of Title 2C (theft); recklessly endangering another person, terroristic threats, criminal restraint, luring or enticing child into motor vehicle, structure, or isolated area; causing or risking widespread injury or damage; criminal mischief, burglary, usury, threats and other improper influence, perjury and false swearing, resisting arrest, escape; bias intimidation; any conspiracy to commit or attempt to commit any of the crimes described in this act.

(*) Required fields
Please carefully review and verify the input information above, then click the "Next" button to go to the payment section.

Cancel | Next

County: Burlington (05)
District: Pemberton Township (4050)
Contributor Number: 054050

1.4 Filing an ePayment

Please complete the required payment information. There is a \$10.00 administrative fee for the department to process the request. 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.

[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

Ready to Payment Process:

This fee includes a \$10.00 Criminal History Review Processing fee plus a service provider fee. Please press "Next" to continue.

Please have your Credit Card ready. We accept these major credit cards:

Please click the "Next" button to redirect to New Jersey Online Payment Service:

1.5 Payment Processing Services Transaction Summary



Transaction Summary

| Description | |
|----------------------------|---|
| Criminal Background Checks | |
| | Pay now with New Jersey Government Services |

Customer Billing Information

Name *

JOHN DOE

Company Name

NJDOE

Billing Address *

100 STATE STREET

Billing Address 2

Billing City *

TRENTON

Country *

United States

State *

New Jersey

ZIP/Postal Code *

12345

Phone Number *

000-000-0000 or 0000000000

609-555-1212

Fax Number

000-000-0000 or 0000000000

Email Address *

Please enter your email address.

TEST@EMAIL.COM

Credit Card Information

Credit Card Type *

Select a Card

Credit Card Number *

Expiration Date *

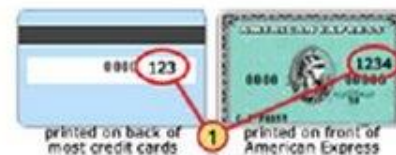
Select a Month

Select a Year

Name on Credit Card *

exactly as it appears on the card

Verification Code *



Continue

Cancel Payment

1.6 View and Print Your Confirmation

After completing the transaction, you will be presented with three required steps:

- View and/or print your New Administration Fee Payment Request confirmation page
- View and/or print your IdentoGO NJ Universal Fingerprint Form
- Click here to schedule your fingerprinting appointment with Idemia

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.



*Sample confirmation on next page.



Payment Confirmation

Your ePayment transaction has been processed successfully.

To check the status of your payment with us, please be prepared to provide your ePayment confirmation information below.

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

Applicant Information:

| | |
|----------------------|----------------------------|
| Transaction ID: | 138436140511891 |
| Confirm Order No.: | 9551640 |
| Transaction Date: | 11/13/2013 11:54:58 AM EST |
| PCN: | 495051039999 |
| Applicant Name: | John Doe |
| Social Security No.: | 123456789 |
| Date of Birth: | 9/17/1961 |
| Sex: | Male |
| Race: | White, Non-Hispanic |
| Street Address : | 4 Main Terrace |
| City: | Ring |
| State: | NJ |
| Zip: | 07456 |
| Job Category: | Custodial/Maintenance |
| School County: | UNION |
| School District: | SPRINGFIELD |
| Phone: | 9735599999 |
| Email: | |

Legal Certification:

Legal Certification? ☒ Yes

Payment Information:

| | |
|--------------------------|--|
| Credit Card: | VISA |
| Credit Card Number: | *9999 |
| Name as Appears on Card: | John Doe |
| Total Pay Amount: | \$11.00 (\$10.00 + \$1.00 Convenience fee) |

***Please send an email to your employer of your payment confirmation page.

1.7 View and Print Your IdentoGO Fingerprint Form

Next select the second option “View and/or print your IdentoGo NJ Universal Fingerprint Form” to open and print the IdentoGo NJ Universal Fingerprint Form. You must reference the information in Box 7 which is the Contributor’s Case Number that is asked for when scheduling your fingerprint appointment.

Your ePayment transaction has been processed successfully.

To continue please download a free copy of Adobe Reader if you do not have it already installed on your PC.



Please click on the following STEPS to continue the process:

- ▶ [View and/or print your New Administration Fee Payment Request confirmation page](#)
- ▶ [View and/or print your IdentoGO NJ Universal Fingerprint Form](#)
You must take this form with you at time of LiveScan fingerprinting.
- ▶ [Click here to schedule your fingerprinting appointment.](#)

***It is recommended that you schedule an appointment immediately after printing out the form. Instructions are on the following pages.

2. IdentoGO

2.1 Accessing the IdentoGO website

Access the IdentoGo web page by selecting the third option “Click here to schedule your fingerprinting appointment with IdentoGo.”

Your ePayment transaction has been processed successfully.

To continue please download a free copy of Adobe Reader if you do not have it already installed on your PC.



Please click on the following STEPS to continue the process:

- ▶ [View and/or print your New Administration Fee Payment Request confirmation page](#)
- ▶ [View and/or print your IdentoGO NJ Universal Fingerprint Form](#)
You must take this form with you at time of LiveScan fingerprinting.
- ▶ [Click here to schedule your fingerprinting appointment.](#) 

2.2 Schedule a Fingerprinting Appointment

After accessing the IdentoGo website, select the first option “Schedule or Manage Appointment” and follow the steps provided.

IdentoGO

English ▼

2F1FB1 - New Jersey PUBLIC SCHOOL EMPLOYMENT-EDK-State&Fed

◀ Back to Home

Schedule or Manage Appointment

Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?

Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center

Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.



Check the Status of your Service

Check your status or reprint your cardscan registration form.
For additional help, [contact customer service](#).



Manage an existing Appointment

Reschedule an existing appointment or schedule a retake.

2F1FB1 - New Jersey PUBLIC SCHOOL EMPLOYMENT-EDK-State&Fed

Essential Info

Additional Info

Citizenship

Personal Questions

Personal Info

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.



Name / Method of Contact



UE ID / Date of Birth

Notes:

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name

JANE

* Middle Name (or NMN if no middle name)

* Last Name

DOE

Suffix

-- Choose One --

Date of Birth

* Date of Birth

05/05/2000

* Confirm Date of Birth

05/05/2000

* Method of Contact (at least one method is required)

Email

TEST@EMAIL.COM

Confirm Email

TEST@EMAIL.COM

Country Code

United States

Phone 1

(609) 555-1212

Country Code

United States

Phone 2

() - - - - -

* Preferred Method of Contact

Email

Cancel

Next

2F1FB1 - New Jersey PUBLIC SCHOOL EMPLOYMENT-EDK-State&Fed

Essential Info

Additional Info

Citizenship

Personal Questions

Personal Info

Address

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Agency Identifiers

* Contributor Case Number

010110

Miscellaneous (if unknown, leave blank)

Only fill out if instructed to by your Agency

Cancel

Back

Next

2F1FB1 - New Jersey PUBLIC SCHOOL EMPLOYMENT-EDK-State&Fed

Essential Info > Additional Info > **Citizenship** > Personal Questions > Personal Info > Address > Documents

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* Country of Birth

City of Birth

* State/Province of Birth

* Country of Citizenship

[Cancel](#)

[< Back](#)

[Next >](#)

2F1FB1 - New Jersey PUBLIC SCHOOL EMPLOYMENT-EDK-State&Fed

Essential Info > Additional Info > Citizenship > **Personal Questions** > Personal Info > Address > Documents > Location

* Required Fields

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used an alias?

☐ Yes ☒ No

* Is your mailing address the same as your residential address?

☒ Yes ☐ No

[Cancel](#)

[< Back](#)

[Next >](#)

2F1FB1 - New Jersey PUBLIC SCHOOL EMPLOYMENT-EDK-State&Fed

Essential Info > Additional Info > Citizenship > Personal Questions > **Personal Info** > Address > Documents > Location > Date and Time

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Personal Information

☒ US ☐ Metric

* Height
 ft in

* Weight
 lbs

* Hair Color

* Eye Color

* Preferred Language (Receipts & other communication)

* Gender

* Race

[Cancel](#)

[< Back](#)

[Next >](#)

2F1FB1 - New Jersey PUBLIC SCHOOL EMPLOYMENT-EDK-State&Fed

Personal Info > Citizenship > Personal Questions > Personal Info > **Address** > Documents > Location > Date and Time

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

* Country
United States

* Address Line 1
15 MAIN STREET

Address Line 2

* City
TRENTON

* State/Province
New Jersey

* Postal Code
12345

Cancel

Back

Next

2F1FB1 - New Jersey PUBLIC SCHOOL EMPLOYMENT-EDK-State&Fed

Personal Info > Personal Questions > Personal Info > Address > **Documents** > Location > Date and Time

* Required Fields

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document
Driver's License issued by a State or outlying possession of the U.S.

* Does the name you are enrolling under match the name on all documents selected?
☒ Yes ☐ No

Bring the following Required Identity Documents to your enrollment:
 1. Driver's License issued by a State or outlying possession of the U.S.

Cancel

Back

Next

2F1FB1 - New Jersey PUBLIC SCHOOL EMPLOYMENT-EDK-State&Fed

Personal Questions > Personal Info > Address > Documents > **Location** > Date and Time

* Required Fields

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

Number of Results: 5

18091

* All Locations will be closed Presidents Day (observed), Mon, 20 Feb 2023, unless otherwise indicated

Cancel

Back

Next

[Home](#) > [Address](#) > [Documents](#) > [Location](#) > **Date and Time**

* Required Fields

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date

Wednesday, Feb 15th


Select Time

09:30 AM

☐ Walk In

Note:
Scheduled Appointments take priority over walk-ins. Appointments are highly recommended due to the possible long wait times associated with walk-in processing.

Location Details:

 IdentoGO
 225 Lincoln Hwy
 Ste 100
 Fairless Hills, PA 19030-1103

The enrollment center is located inside Tri-County Agency TCSA

[Cancel](#) [Back](#) [Submit](#)

2.3 Applicant Approval Employment History

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.**

*****You can send over an email of your appointment confirmation and payment confirmation.**

3. Archive Application Process

3.1 Filing an Archive Application Request (Previously Fingerprinted Applicant)

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."

OFFICIAL SITE OF THE STATE OF NEW JERSEY
Governor Phil Murphy • Lt. Governor Sheila Oliver
NJ.gov | Services | Agencies | FAQs | Translate | Get Updates | Search

Department of Education

Office of Student Protection

Office of Student Protection | Instructions | Forms | Chief School Administrator Letters | Pre-Employment Resources P.L. 2018, c. 5 | Questions and Answers

Home / Criminal History Record Check

The Office of Student Protection Unit (OSP) conducts criminal background checks of applicants for positions in New Jersey's public schools, private schools for students with disabilities, charter schools, and nonpublic schools, as well as for authorized vendors and authorized school bus contractors, by working through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI).

Read this before you apply...

To complete this application, a **Microsoft internet browser like Internet Explorer or Edge is recommended**. All other operating systems and internet browsers are **unreliable with this program**. Do not use Smart phones, tablets, iPads or other mobile devices.

There are three different types of applications to select from to complete the Criminal History record check. Please read the descriptions below to determine which of the applications is correct for you.

If:

- You have never worked for a school, a bus contractor, or a vendor, **or**
- You were fingerprinted by Office of Student Protection **before** March 2003, and are changing school districts, bus contractors or vendors, **or**
- You were originally fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, **or**
- You were previously disqualified by Office of Student Protection and have had your criminal record expunged...

Then you are a **new applicant**.

Applicants - Online Systems

- Applicant Approval Employment History
- Weekly Listing of Approved Applicants
- File Authorization and Make Electronic Payment**

Contact Us

NJ State Department of Education
Office of Student Protection
PO Box 500
Trenton, New Jersey 08625-0500

Phone: 609-376-3999
Fax: 609-777-4016
Email: OfficeofStudentProtection@doe.nj.gov

In your email please enclose your full name, date of

Select the second option: "Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)."

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](#)

Please enter your Social Security number to ascertain if you are eligible for the process. Click "Continue."

ARCHIVE APPLICATION REQUEST - Social Security Check For Eligibility

Please Enter Your Social Security Number for Eligibility:

SSN: - -

Cancel

Continue

3.2 Selecting the appropriate Applicant Authorization & Certification form

Select the appropriate Applicant Authorization and Certification form that is suitable to your job position and employer.

ARCHIVE APPLICATION REQUEST



Please select an AA&C form:

You must have been previously printed through the Dept. of Education subsequent to February 21, 2003 and the state print image retained by the State Bureau of Identification to access the Archive process

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 a Motor Vehicle "S" Endorsement.

3.3 Completing the form and Legal Certification

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"

STEP 1: Input Information and Legal Certification **STEP 2: Payment** **STEP 3: Submit**

Applicant Information:

PCN*: 49519999999 (To look up your PCN number, please click [here](#))

Last Name*: DOE --Suffix-- First Name*: JANE Middle Init.:

Social Security No.*: 123456789 (Number only without "-")

Date of Birth*: May 5 2000

Sex*: Female

Race*: Asian or Pacific Islander

Street Address*: 15 MAIN STREET

City*: TRENTON

State*: NEW JERSEY Zip*: 12345

Job Category*: Teacher Aide (05) Position Name (Position Code)

New School Info. *

☐ Public School Selection

☒ Other School Selection

☐ Contractor/Vendor

☐ Sponsors

Email *: TEST@EMAIL.COM

Telephone Number*: 609 - 555 - 1212 (Numbers only)

Legal Certification:

To continue with the ePayment process read and accept the terms of the AASC 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 obtaining criminal history record information as required by N.J.S.A. 18A:6-7.2 or N.J.S.A. 18A:12-1.2 or N.J.S.A. 18A:39-19.1.

I swear/affirm that I have not been convicted nor do I have any charges pending for the following crimes or offenses: any crime of the first or second degree; any crime bearing upon or involving sexual offenses or child molestation; any crime of the fourth degree involving a victim who is a minor; an offense involving the possession, manufacture, transportation, sale, distribution, habitual use of a controlled dangerous substance or any violation involving drug paraphernalia, including hypodermic needles; any crime involving the use of force or the threat of force to or upon a person or property including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder, any crime of possessing weapons; a third degree crime as set forth in Chapter 20 of Title 2C (theft); recklessly endangering another person, terroristic threats, criminal restraint, luring or enticing child into motor vehicle, structure, or isolated area; causing or risking widespread injury or damage; criminal mischief, burglary, usury, threats and other improper influence, perjury and false swearing, resisting arrest, escape; bias intimidation; any conspiracy to commit or attempt to commit any of the crimes described in this act.

*** (Required fields)**

Please carefully review and verify the input information above, then click the "Next" button to go to the payment section.

Cancel **Next**

County: Burlington (05)
District: Pemberton Township (4050)
Contributor Number: 054050

3.4 Filing an ePayment

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.

The Payment Confirmation page will state “Your ePayment transaction has been processed successfully.” You should print a copy of this receipt.

The screenshot shows the New Jersey Department of Education's Criminal History Review (CHR) ePayment interface. At the top, the header includes the New Jersey Department of Education logo and the title "CRIMINAL HISTORY REVIEW (CHR) - ePayment". Below this, a green banner reads "APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C) ARCHIVE APPLICATION REQUEST" and lists eligible job positions: "All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools". A progress bar indicates three steps: "STEP 1: Input Information and Legal Certification", "STEP 2: Payment" (highlighted in green), and "STEP 3: Submit". The main content area, titled "Ready to Payment Process:", contains a red message: "This fee includes a \$28.75 Criminal History Review Processing fee plus a service provider fee. Please press 'Next' to continue." Below this, it says "Please have your Credit Card ready. We accept these major credit cards:" and displays logos for Visa, MasterCard, American Express, and Discover. At the bottom, a red instruction states: "Please click the 'Next' button to redirect to New Jersey Online Payment Service:". Three buttons are visible: "Back", "Cancel", and "Next".

3.5 Applicant Approval Employment History

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.

*****Please send an email to your employer of your payment confirmation page.**

4. Transfer Request Process

4.1 Filing a Transfer Request (Substitutes & Bus Drivers)

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."

The screenshot shows the official website of the NJ Department of Education, Office of Student Protection. The header includes the state seal and navigation links. The main content area is titled "Office of Student Protection" and contains a breadcrumb trail: Home / Criminal History Record Check. A text block explains the OSP's role in conducting criminal background checks. Below this, a box titled "Read this before you apply..." provides instructions on using a Microsoft internet browser (Internet Explorer or Edge) and warns against using mobile devices. It also lists three types of applications: new applicant, former applicant, and reapplicant. A sidebar on the right contains a list of links under "Applicants - Online Systems", with an orange arrow pointing to "File Authorization and Make Electronic Payment". Below this is a "Contact Us" section with contact information for the OSP.

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Governor Phil Murphy • Lt. Governor Sheila Oliver

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Department of Education

Office of Student Protection

Home / Criminal History Record Check

The Office of Student Protection Unit (OSP) conducts criminal background checks of applicants for positions in New Jersey's public schools, private schools for students with disabilities, charter schools, and nonpublic schools, as well as for authorized vendors and authorized school bus contractors, by working through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI).

Read this before you apply...

To complete this application, a **Microsoft internet browser like Internet Explorer or Edge is recommended**. All other operating systems and internet browsers are **unreliable with this program**. Do not use Smart phones, tablets, iPads or other mobile devices.

There are three different types of applications to select from to complete the Criminal History record check. Please read the descriptions below to determine which of the applications is correct for you.

If:

- You have never worked for a school, a bus contractor, or a vendor, **or**
- You were fingerprinted by Office of Student Protection **before** March 2003, and are changing school districts, bus contractors or vendors, **or**
- You were originally fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, **or**
- You were previously disqualified by Office of Student Protection and have had your criminal record expunged...

Then you are a **new applicant**.

Applicants - Online Systems

- ▶ Applicant Approval Employment History
- ▶ Weekly Listing of Approved Applicants
- ▶ **File Authorization and Make Electronic Payment**

Contact Us

NJ State Department of Education
Office of Student Protection
PO Box 500
Trenton, New Jersey 08625-0500

Phone: 609-376-3999
Fax: 609-777-4016
Email: OfficeofStudentProtection@doe.nj.gov

In your email please enclose your full name, date of

Select the third option: "Transfer Request (Only Substitutes & Bus Drivers are eligible)."

On-Line Applicant Authorization and Certification (AA&C)

The screenshot shows the "On-Line Applicant Authorization and Certification (AA&C)" page. On the left is an illustration of a stack of books with a gavel resting on top. The main content area lists four options for applicants, each with a brief description. The third option, "Transfer Request (Only Substitutes & Bus Drivers are eligible)", is highlighted. At the bottom, there is a "Web Site" link.

▶ **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](#)

Please enter the Social Security number to ascertain if the applicant is eligible for the process. Click "Continue."

TRANSFER REQUEST - Social Security Check For Eligibility

Please Enter Your Social Security Number for Eligibility:

SSN: - -

Cancel

Continue

4.2 Selecting the appropriate option and completing the requested information

The screen will display two options, select the option for the position for which you are requesting the transfer.

OFFICE OF STUDENT PROTECTION ePayment

TRANSFER REQUEST

To enter Transfer Request form, please select your current Job Category:

- › [For All Bus Drivers ONLY](#)
- › [For All Other Job Categories](#)

4.3 Filing an ePayment

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.

TRANSFER REQUEST

STEP 1: Input Information STEP 2: Payment STEP 3: Verification and Submit

*: Required fields

Last Name*: SMITH First Name*: MIKE Middle Init.:

Social Security No.*: 111111111

Date of Birth*: June 18 1972

Street Address*: 15 MAIN STREET

City*: TRENTON

State*: NEW JERSEY

Zip*: 12345

Job Category*: Substitute Teacher (04)

Email: TEST@GMAIL.COM

Telephone Number*: 609 - 555 - 1212 (Numbers only)

New District/School *: ☒ Public School Selection
MONMOUTH(25) BRADLEY BEACH(0500) NONE(000)

☐ Other School Selection

☐ Contractor/Vendor
---Select County---
---Select Contractor/Vendor---

Cancel Next

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.

The Payment Confirmation page will state “Your ePayment transaction has been processed successfully.” You may print a copy of this receipt.

County: Burlington (05)
District: Pemberton Township (4050)
Contributor Number: 054050



APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)
Transfer Request

STEP 1: Input Information and Legal Certification

STEP 2: Payment

STEP 3: Submit

Ready to Payment Process:

This fee includes a \$5.00 Criminal History Review Processing fee plus a service provider fee. Please press "Next" to continue.

Please have your Credit Card ready. We accept these major credit cards:



Please click the "Next" button to redirect to New Jersey Online Payment Service:

Back

Cancel

Next

4.4 Applicant Approval Employment History

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.

*****Please send an email to your employer of your payment confirmation page.**

5. Reprinting Your Confirmation, IdentoGO Fingerprinting Form, or Schedule an Appointment

5.1 Reprinting and Scheduling an Appointment

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."

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Department of Education

Office of Student Protection

Office of Student Protection | Instructions | Forms | Chief School Administrator Letters | Pre-Employment Resources PL 2018, c. 5 | Questions and Answers

Home / Criminal History Record Check

The Office of Student Protection Unit (OSP) conducts criminal background checks of applicants for positions in New Jersey's public schools, private schools for students with disabilities, charter schools, and nonpublic schools, as well as for authorized vendors and authorized school bus contractors, by working through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI).

Read this before you apply...

To complete this application, a Microsoft internet browser like Internet Explorer or Edge is recommended. All other operating systems and internet browsers are **unreliable with this program**. Do not use Smart phones, tablets, iPads or other mobile devices.

There are three different types of applications to select from to complete the Criminal History record check. Please read the descriptions below to determine which of the applications is correct for you.

if:

- You have never worked for a school, a bus contractor, or a vendor, **or**
- You were fingerprinted by Office of Student Protection **before** March 2003, and are changing school districts, bus contractors or vendors, **or**
- You were originally fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, **or**
- You were previously disqualified by Office of Student Protection and have had your criminal record expunged...

Then you are a **new applicant**.

Applicants - Online Systems

- ▶ Applicant Approval Employment History
- ▶ Weekly Listing of Approved Applicants
- ▶ File Authorization and Make Electronic Payment

Contact Us

NJ State Department of Education
Office of Student Protection
PO Box 500
Trenton, New Jersey 08625-0500

Phone: 609-376-3999
Fax: 609-777-4016
Email: OfficeofStudentProtection@doe.nj.gov

In your email please enclose your full name, date of

Select the fourth option: "Reprint Your Confirmation or IdentoGO Fingerprinting Form."

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](#)

Please enter your Social Security number and your Date of Birth. Click "Continue."

Confirmation or IdentoGO Fingerprinting Form - Find

Please enter your Social Security Number and Date of Birth to obtain a reprint of your Confirmation or IdentoGO Fingerprinting Form.

SSN: - -

Date of Birth: --month-- --day-- --year--

FIND

The system will present all past Applicant Authorization & Certification ePayments made to the Department of Education. The applicant will then click on the past ePayments for which they require Applicant Authorization & Certification Confirmation reprints and/or IdentoGO Fingerprinting Form reprints and submit these request(s).

Select “Click here to schedule your fingerprinting appointment”.

Note: No payment is required for the Applicant Authorization & Certification ePayment and/or IdentoGO fingerprinting form reprint process.

6. Additional Information

6.1 Applicant Process Breakdown

There are three (3) different types of applications to select from to complete the Criminal History record check:

1. New Applicant
2. Archive Request
3. Transfer Request

You are a new applicant if:

- You have never worked for a school, a bus contractor, or a vendor.
- You were fingerprinted by Office of Student Protection before March 2003, and are changing school districts, bus contractors or vendors.
- You were originally fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee.
- You were previously disqualified by Office of Student Protection and have had your criminal record expunged.

You are an archive applicant if:

- You were fingerprinted and approved by Office of Student Protection after February 2003, and are changing school districts or vendors.
- You are a school bus driver renewing your "S" endorsement and were fingerprinted and approved after February 2003.

You are a transfer applicant if:

- You were fingerprinted and approved by Office of Student Protection after March 2003.
- You were fingerprinted for a substitute or bus driver position.
- You have been employed in a substitute position continuously by a school or vendor since the first year your criminal history approval was issued, and you can provide a Verification of Employment memo.

6. Additional Information

6.2 Important Details and Best Practices

- Ensure information is properly inserted into all areas of the application.
- The Contractor Code Number provided by the Office of Student Protection is called the Contributor Case Number with IdentoGO. They are the same number.
- Keep copies of all receipts obtained.
- IdentoGO has a limited number of appointments available on a monthly basis. Peak time for appointments is typically July-September. If possible, make every attempt to book an appointment outside of that window.
- The PCN inserted must be from the most recent approval.
- An applicant with bus driver approvals cannot archive for a non-school bus driver position, and subsequently, an applicant with non-bus driver approvals cannot archive as a school bus driver. Both cases are new applicants.
- Only school bus drivers and substitutes can apply for a transfer.
- In the event of insufficient fingerprints, i.e. a bad print results, contact IdentoGO at 855-845-7434 to reschedule fingerprinting services.