

Criminal History Instructions

1. The State of New Jersey has partnered with MorphoTrust to provide LiveScan fingerprinting for any individuals seeking to volunteer or work in a public school district. 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**" and then choose "**New Administration Fee Request (New Applicants Only)**" on the next screen. Enter your Social Security number and click "**Continue.**"
3. Select the first option "**All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools.**" On the next screen, complete the requested information.
4. **If you are a new board member**, choose "**Board Member/Trustee**" under Job Category.
5. 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.
6. You **MUST** click the "**Make Payment**" button only **one time** to complete the transaction.
7. After completing the transaction, you will be presented with three required steps:
 - a. View and/or print your New Administration Fee Payment Request confirmation page.
 - b. Complete and/or print your IdentoGO NJ Universal Fingerprint Form.
 - c. Click here to schedule your fingerprinting appointment with MorphoTrust.
8. 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. New board members should give a copy of the receipt to the school business administrator/board secretary.
9. 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. 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
10. 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. The cost for the livescan fingerprinting is \$62.69 and is payable at the time of scheduling to MorphoTrust.
11. 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 contact Ms. Jean M. Perrotti at 856-629-9500, extension 1202 if you need assistance or have any questions.

