CRIMINAL HISTORY INSTRUCTIONS FOR NEW APPLICANTS

1. 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. Click on "File Authorization and Make Electronic Payment for Criminal History Record Check."

2. Select Option #1: **"New Administration Fee Request (New Applicants Only)"** - This screen displays four (4) options as to the job position(s) and employer. Please select Option #1: **"All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools."**

3. Complete the requested applicant information choosing **"Substitute Teacher"** as the Job Category. For School Info, click on the Public School Selection option and choose **"Atlantic (01)"** for the County, **"Stockton College of NJ (7300)"** for the District, and **"Stockton College of NJ (001)"** for the School 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.

4. Please complete the required payment information. 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. You **MUST** click the **"Make Payment"** button only <u>one time</u> to complete the transaction.

5. After completing the transaction, you will be presented with three required steps:
   1. View and/or print your New Administration Fee Payment Request confirmation page
   2. Complete and/or print your ldentoGO NJ Universal Fingerprint Form
   3. Click here to schedule your fingerprinting appointment with MorphoTrust

   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.

   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 (height, weight, maiden name if applicable, place of birth, country of citizenship, hair color, and eye color). 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.

   Access the MorphoTrust web page by selecting the third option **"Click here to schedule your fingerprinting appointment with MorphoTrnst"** to schedule a fingerprinting appointment and submit to LiveScan Fingerprinting.
   Please Note on the IdentoGo website *on the drop down menu for the **Originating Agency #,** do NOT choose Stockton Police Deparment. You need to scroll most of the way down to find/select NJ930100Z – DEPT of Education. **Category is EDK**