

NEW FINGERPRINT PROCEDURES

AS OF JULY 1, 2010, ALL NEW APPLICANTS MUST APPLY ON LINE FOR THE FINGERPRINTING PAPERWORK (SAMPLE FORMS ATTACHED)

WEBSITE:

<http://www.nj.gov/education/educators/crimhist/>

The following are the procedures:

- 1) Click on ePayment Criminal History Record Check (ePayment for initial application)
- 2) Click on New Administration Fee Request (Initial Applicants)
- 3) Click on No. 1 – All Job Positions
- 4) Fill Out Applicant Authorization and Certification Form (AA&C)
- 5) Upon completing the Applicant Authorization & Certification Form (AA&C) and submitting the administrative fee, there is a link to Morpho Trak (see attached form)
- 6) Once you have connected to Morpho Trak, you need to schedule an appointment for fingerprinting. Have the Morpho Trak form in front of you because you will need to provide the information in numbers 1-7 on this form. Print exactly what you see on this form.
- 7) Upon receiving clearance from the state and federal authorities, an approval letter will be mailed to your home. You must provide this office with your approval letter and confirmation of ePayment and Applicant Authorization & Certification (AA&C) Form.



Criminal History Review

The Criminal History Review Unit conducts criminal background checks of applicants for positions in New Jersey's public, private/handicapped, charter, nonpublic schools and authorized school bus contractors.
Phone: (609)292-0507.

» [Criminal History Record Check Status](#)

(For educational facilities and applicants seeking approval information)

» [ePayment Criminal History Record Check](#)

(ePayment for initial application, applicants eligible for the Archive process and duplicate approval letters)

■ [Contracted Service Providers Functioning In Multiple Districts](#)

■ [Forms](#) (Criminal History Forms may only be downloaded by educational facilities and authorized school bus contractors)

Effective July 1, 2002, the State of New Jersey initiated a new program to process fingerprinting of applicants for employment and licensing

[Frequently Asked Questions and Answers Regarding the Fingerprint Process](#)

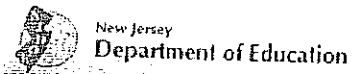
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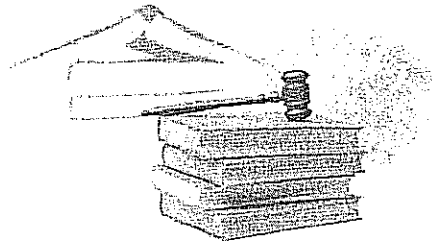
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NJ Department of Education
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(877)900-6960



CRIMINAL HISTORY REVIEW UNIT (CHRU) ePAYMENT

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



- › [New Administration Fee Request \(Initial Applicants\)](#)
- › [Archive Application Request \(Applicants Previously Fingerprinted And Approved Subsequent to February 2003\)*](#)
- › [Duplicate Approval Letter Request**](#)

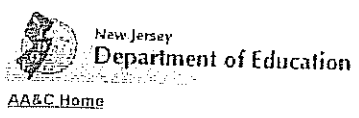
[Web Site](#)
[Instructions](#)
[FAQs](#)

Note:

* You must have been previously printed through the Dept. of Education to access the Archive process.

** You cannot request a Duplicate Approval Letter within 14 days of your last fingerprinting.

CRIMINAL HISTORY REVIEW UNIT (CHRU) ePAYMENT
 NEW JERSEY STATE DEPARTMENT OF EDUCATION
 PO BOX 500
 TRENTON, NEW JERSEY 08625-0500
 609-292-0507



CRIMINAL HISTORY REVIEW UNIT (CHRU) ePAYMENT

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

A user of the CHRU ePayments process will be asked to fill out an on-line Applicant Authorization and Certification (AA&C) form.

NEW APPLICANT REQUEST



Please select an AA&C form:

- 1. All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Children with Disabilities and Charter Schools
2. All School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Children 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.

CRIMINAL HISTORY REVIEW UNIT (CHRU) ePAYMENT
NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500
609-292-6507

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 Children with Disabilities and Charter Schools

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

Applicant Information:

Last Name*: _____ First Name*: _____ Middle Init.: _____
Social Security No.*: _____ (Number only without "-")
Date of Birth*: ---month--- ---day--- ---year---
Sex*: ---- select ----
Race*: ---- select ----
Street Address*: _____
City*: _____
State*: ---select--- Zip*: _____
Job Category*: ---- select ----
School Info. *: Public School Selection Other School Selection
 ---Select County---

Email: _____
Telephone Number*: _____ (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.

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; 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; 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

CRIMINAL HISTORY REVIEW UNIT (CHRU) ePAYMENT
NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500
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