



NJ CRIMINAL HISTORY INSTRUCTIONS

New Jersey Criminal History Information

If...

*You have never been fingerprinted for Public School Employment, **or**
*You were fingerprinted before February 21, 2003...



You will need to follow the instructions for
New Fingerprinting Procedure

If...

*You were fingerprinted over a year ago and have not been continuously employed with a school district, **or**
*You were digitally fingerprinted after February 21, 2003 for Public School Employment, other than a substitute position...



You will need to follow the instructions to
Archive Your Criminal History Letter.

If...

*You Were fingerprinted after February 21, 2003, and
* You Were fingerprinted for Public School Employment, and
*You Were fingerprinted for a substitute position, and
*You Have been continuously employed by a school district since the year your criminal history letter was issued...And can provide a Verification of Employment letter from the school...



You will need to follow the instructions to
Transfer Your Criminal History Information.

Fingerprint Instructions

According to N.J.S.A.18A:6-7.2 i.e. anyone working as a substitute teacher, substitute teacher aide, substitute school nurse, substitute custodian, substitute cafeteria worker, substitute school secretary or substitute clerical worker, or any substitute position, regardless of pupil contact, must submit to the criminal history record check. Please [Click Here](#) or copy and paste the following web address into your browser: <http://www.nj.gov/education/educators/crimhist> to begin the process.

Please follow the below instructions exactly as written. **Any modifications you make may result in additional fees and/or additional time added to the hiring process.**

1. Please click **File Authorization and Make Electronic Payment for Criminal History Record Check**.

- [File Authorization And Make Electronic Payment For Criminal History Record Check](#)

2. Select **New Administration Fee Request (New Applicants Only)**

- ▶ **New Administration Fee Request (New Applicants Only)**
File Authorization, make electronic payment and print IdentGO NJ Universal Fingerprint form.

3. Type in your Social Security Number

4. The next screen displays four (4) options (shown below) pertaining 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'.

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](#)

5. Next, you will be prompted to enter your personal information. When you reach the **Job Category** box (shown below), select ***Substitute Teacher** or ***Substitute Aide**.

***Selecting a different option will incur additional fees for you.**

6. When you reach the **School Info** box, please leave all selections blank - except under **Contractor/Vendor** section. The first dropdown list is for you to select **County**, and the second dropdown list is for you to select **Source4Teachers (7001)** from the available Contractor/Vendor options.

Please reference the chart on the next page for accurate and acceptable County and Contractor/Vendor information.

Applicant Information:

Last Name*: ---Suffix--- 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*:

School Info:

Public School Selection

----- **Leave Blank.**

Other School Selection

----- **Leave Blank.**

Contractor/Vendor
----- Select County -----
SOURCE4TEACHERS(7001)

7. Click the box under Legal Certification and then click **Next**.

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.

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

Contractor Codes





County	County Code	Source4Teachers	Contractor Code	Contributor's Case Number
Atlantic	01	Source4Teachers	7005	017005
Bergen	03	Source4Teachers	7002	037002
Burlington	05	Source4Teachers	7006	057006
Camden	07	Source4Teachers	7001	077001
Cape May	09	Source4Teachers	7009	097009
Cumberland	11	Source4Teachers	7010	117010
Essex	13	Source4Teachers	7011	137011
Gloucester	15	Source4Teachers	7012	157012
Hudson	17	Source4Teachers	7008	177008
Hunterdon	19	Source4Teachers	7013	197013
Mercer	21	Source4Teachers	7014	217014
Middlesex	23	Source4Teachers	7007	237007
Monmouth	25	Source4Teachers	7015	257015
Morris	27	Source4Teachers	7016	277016
Ocean	29	Source4Teachers	7003	297003
Passaic	31	Source4Teachers	7017	037002
Salem	33	Source4Teachers	7004	337004
Somerset	35	Source4Teachers	7018	357018
Sussex	37	Source4Teachers	7019	377019
Union	39	Source4Teachers	7020	397020
Warren	41	Source4Teachers	7021	417021

8. Once you submit your information, you will be asked to pay an \$11 fee, (\$10.00 administrative fee for the department to process the request and issue an approval letter, and an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information.) The only accepted methods of payment are Visa, MasterCard, and American Express or Discover credit cards. Click **Next**.

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:

Back
Cancel
Next

9. Complete payment information on the next screen.

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

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

11. Select the first option “**View and/or print your New Administration Fee Payment Request confirmation page**”, which will state “**Your ePayment transaction has been processed successfully.**” Print a copy of the receipt by clicking the print button in the upper right corner of the page and retaining this copy for your records.

12. 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, and place of birth, country of citizenship, hair color, and eye color*). After the form is complete, you must click 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.

You will not be fingerprinted without this form

13. 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. Once you are on the correct page, click the button that says **Start Here** under the New Appointment section and follow the prompts.

14. Under **Occupation (Box 25)** you must type in **Substitute Teacher or Substitute Aide**

15. For your **Employer's Information (Box 26)** you will enter the information below:

**Source4Teachers
800 North Kings Highway
Cherry Hill NJ 08034**

16. *Use the following information to complete the remainder of the fields.

SOURCE4TEACHERS - IDENT-GO FINGERPRINTING INFORMATION

1. Originating Agency Number (ORI#) - **NJ930100Z**
2. Category - **EDK**
3. Statute Number - **18A:6-7.2**
4. Reason for Fingerprinting - **Public School Employment**
5. Document Type - **RB1**
6. Payment Information - **\$62.70**
7. Contributors Case Number - [Refer To Chart Above](#)

17. You will need to pay a fee of \$62.70 by credit card upon scheduling

18. In about two weeks, you will be able to [Click Here](#) or copy and paste the following into your browser: <https://homerom5.doe.state.nj.us/chrs16/?app-emp-history> to check the status of your criminal history letter and view/print your “**Applicant Approval Employment History**”.

Archive Instructions

Applicants who were digitally fingerprinted subsequent to February 21, 2003 and have had the state fingerprint image retained by the NJSP and category Education Keep (EDK) are eligible for the Archive Submission Process. This form must include the most recent **Process Control Number (PCN)** obtained from your previous MorphoTrust receipt or your Applicant Approval Employment History from the Criminal History Review Unit website. You will not be required to go to a site to be digitally fingerprinted.

Please [click here](#) to begin the archival process. Follow the below instructions exactly as written. **Any modifications you make may result in additional fees and/or additional time added to the hiring process.**

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

- [File Authorization And Make Electronic Payment For Criminal History Record Check](#)

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

- ▶ **[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.

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

4. Select **All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Children with Disabilities and Charter Schools.**

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](#)

5. Next, you will be prompted to enter your personal information. When you reach the **Job Category** box (shown below), select ***Substitute Teacher** or ***Substitute Aide**.

6. When you reach the **School Info** box, please leave all selections blank - except under **Contractor/Vendor** section. The first dropdown list is for you to select **County**, and the second dropdown list is for you to select ***Source4Teachers (7001)** from the available Contractor/Vendor options.

***Selecting a different option will incur additional fees for you.**

The screenshot shows a web form with the following sections:

- Applicant Information:** Includes fields for Last Name*, First Name*, Middle Init., Social Security No.* (with note "(Number only without '-')"), Date of Birth* (month, day, year dropdowns), Sex*, Race*, Street Address*, City*, State*, and Zip*.
- Job Category*:** A dropdown menu with "Substitute Teacher" selected. This section is highlighted with a red box.
- School Info. *:** Contains two main options:
 - Public School Selection:** Three dropdown menus. The text "Leave Blank." is overlaid on this section.
 - Contractor/Vendor:** Selected with a radio button. It includes a "Select County" dropdown and a dropdown menu with "SOURCE4TEACHERS(7001)" selected. This section is highlighted with a red box.
 - Other School Selection:** Three dropdown menus. The text "Leave Blank." is overlaid on this section.

Please reference the chart on the next page for accurate and acceptable County and Contractor/Vendor information.

Contractor Codes

County	County Code	Source4Teachers	Contractor Code	Contributor's Case Number
Atlantic	01	Source4Teachers	7005	017005
Bergen	03	Source4Teachers	7002	037002
Burlington	05	Source4Teachers	7006	057006
Camden	07	Source4Teachers	7001	077001
Cape May	09	Source4Teachers	7009	097009
Cumberland	11	Source4Teachers	7010	117010
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Hunterdon	19	Source4Teachers	7013	197013
Mercer	21	Source4Teachers	7014	217014
Middlesex	23	Source4Teachers	7007	237007
Monmouth	25	Source4Teachers	7015	257015
Morris	27	Source4Teachers	7016	277016
Ocean	29	Source4Teachers	7003	297003
Passaic	31	Source4Teachers	7017	037002
Salem	33	Source4Teachers	7004	337004
Somerset	35	Source4Teachers	7018	357018
Sussex	37	Source4Teachers	7019	377019
Union	39	Source4Teachers	7020	397020
Warren	41	Source4Teachers	7021	417021

7. 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. Click **Next**.

8. Submit your credit card payment. Total payment is \$27.50. Click **Continue** and then click **Make Payment** at the bottom of the next page.

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

10. In about two weeks, you will be able to [Click Here](#) or copy and paste the following into your browser: <https://homerom5.doe.state.nj.us/chrs16/?app-emp-history> to check the status of your criminal history letter and view/print your **Applicant Approval Employment History**.

Transfer Instructions

Effective January 18, 2011, individuals serving in substitute positions who transfer from one employer to another, must submit a Transfer Request online at the department website, to the Criminal History Review Unit.

Please [click here](#) to begin the transfer process.

*There is a \$6.00 fee per Transfer Request.

1. Select "**File Authorization and Make Electronic Payment for Criminal History Record Check**"

[File Authorization And Make Electronic Payment For Criminal History Record Check](#)
(To perform this process you **MUST** be using a Windows based computer that is running Microsoft Internet Explorer.)

2. Select the fourth option: **Transfer Request (Only Substitutes & Bus Drivers are eligible)**.

Transfer Request (Only Substitutes & Bus Drivers are eligible)
May only be completed by applicants, Educational Facilities, Contractors or Vendors.

3. Enter your Social Security number to ascertain if you are eligible for the transfer process. Click **Continue**.

4. The screen will display the options below. Select For **All Other Job Categories (in Red)**.

TRANSFER REQUEST

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

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

5. Next, you will be prompted to enter your personal information. When you reach the **Job Category** box (shown below), select ***Substitute Teacher** or ***Substitute Aide**.

When you reach the **School Info** box, please leave all selections blank - except under **Contractor/Vendor** section. The first dropdown list is for you to select **County**, and the second dropdown list is for you to select ***Source4Teachers (7001)** from the available Contractor/Vendor options.

***Selecting a different option will incur additional fees for you.**

Applicant Information:

Last Name*: --Suffix-- 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*:

School Info. *:

Public School Selection

Leave Blank.

Other School Selection

Leave Blank.

Contractor/Vendor

6. Review the information and click on the **Submit** button.

7. Notify Source4Teachers once this step is completed.

Contractor Codes

County	County Code	Source4Teachers	Contractor Code	Contributor's Case Number
Atlantic	01	Source4Teachers	7005	017005
Bergen	03	Source4Teachers	7002	037002
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Sussex	37	Source4Teachers	7019	377019
Union	39	Source4Teachers	7020	397020
Warren	41	Source4Teachers	7021	417021

8. In about 48 hours, you will be able to [Click Here](https://homeroom5.doe.state.nj.us/chrs16/?app-emp-history) or copy and paste the following link into your browser: <https://homeroom5.doe.state.nj.us/chrs16/?app-emp-history> to check the status of your criminal history letter and view/print your **“Applicant Approval Employment History”**.

NJ Criminal History FAQ's

1. Who is required to undergo a NJ Criminal History Record Check?

If the job position is mentioned in the statute (**N.J.S.A.18A:6-7.2** i.e. any and all full time/part-time **paraprofessionals, one-to-one aides, or substitute teachers, substitute teacher aides, substitute school nurse, substitute custodians, substitute cafeteria workers, substitute school secretary or clerical workers, etc.)** or any other individual that may have "pupil contact" must undergo the criminal history record check.

2. When an applicant is approved by the state, what will they receive indicating the approval and how long will this take? What is acceptable proof of approval for applicants?

The applicant will be able to view and print their approval by accessing the "**Applicant Approval Employment History**" on the Criminal History Review Unit's [website](#). The process should take approximately two weeks from when the applicant is fingerprinted unless follow-up investigation is required. Valid proof of approval for applicants is a copy of the "**Applicant Approval Employment History**" obtained from the department's website.

3. If an applicant has been fingerprinted in the State of New Jersey for another purpose, is the applicant required to go through the Criminal History Record Check (CHRC) process again?

Yes, since the regulations concerning dissemination of criminal history information prohibit sharing that material outside of the intended purpose. Federal and state security and privacy regulations dictate that dissemination of this information may only be for the purpose expressed in the "Reason Fingerprinted."

4. Are substitute employees (i.e., teachers, custodians, nurses etc.) required to undergo the CHRC process again when changing educational facilities?

For the first calendar year after the approval date, a substitute employee may be put on any substitute list in any educational facility in the state without providing proof of continuous employment, until their job position changes to a non-substitute position. After the first calendar year of the approval date, there is no need to have the substitute reapply for a criminal history record check when adding a new educational facility as long as one of the original educational facilities is annually rehiring the substitute and there is no break in service. However, the new employer should require **proof of continuous employment (Verification of Employment/VOE)**.

Approval Date	County Code	District Code	School Code	Contractor Code	Job Position	PCN	Transfer (Y/N)
02/11/2015	07	7001	000	7001	SUBSTITUTE TEACHER		N

5. What procedure should be followed for individuals in substitute positions who change or add on new employers?

Applicants must follow the [Transfer](#) procedure.

6. If an applicant/employee is disqualified for employment, when will the Department of Education notify the applicant of his/her disqualification?

Simultaneously, with notification to Source4Teachers, the applicant/employee is also notified via regular mail of their disqualification from employment. The applicant has 14

days, to challenge the accuracy of the criminal history record; however, the applicant/employee may **not** have student contact during the challenge.

7. Under what circumstances may Source4Teachers re-instate a disqualified applicant/employee?

When an applicant/employee is disqualified, suspended, or released by Source4Teachers based on a notification of ineligibility by the CHRU, we may not rehire that individual until we receive written notification from the CHRU office.

8. What are the disqualifying statutes and the year of their enactment?

- Child Abuse as set forth in R.S.9:6-1 et seq.
- Sexual Offenses or child molestation as set forth in 2C:14-1 et seq.
- Endangering the welfare of a child or incompetent as set forth in 2C:P24-4 and 2C:24-7.
- Crime or offense involving the manufacture, transportation, sale, possession or habitual use of a controlled dangerous substance as defined in the New Jersey Controlled Dangerous Substances Act.
- A crime involving the use of force or the threat of force to or upon a person or property including: armed robbery, aggravated assault, kidnapping, arson, manslaughter and murder, or simple assault involving the use of force which results in bodily injury.
- In any other state or jurisdiction, a conviction involving conduct which, if committed in New Jersey would constitute any of the crimes or disorderly persons offense described in this section of this act.
- All first or second degree crimes.
- Drug offense changed to reflect "as defined in the Comprehensive Drug Reform Act of 1987 2C:35-1 et al. or drug paraphernalia as defined in 2C:36-1 et seq.
- A 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.
- A crime as set forth in Chapter 39 of Title 2 C (Weapons), a third degree crime as set forth in Chapter 20 (Theft) and the following crimes:

Recklessly endangering another person	2C:12-2
Terroristic threats	2C:12-3
Criminal restraint	2C:13-2
Luring, enticing child into MV, structure. Isolated Area.	2C:13-6
Causing or risking widespread injury or damage	2C:17-2
Criminal Mischief	2C:17-3
Burglary	2C:18-2
Usury	2C:21-19
Threats and other improper influence	2C:27-3
Perjury and false swearing	2C:28-3
Resisting arrest	2C:29-2
Escape	2C:29-5

- Or Conspiracy to commit or an attempt to commit any of the crimes described in this act.
- Applies if crime occurs in any other state or jurisdiction and is comparable to NJ law.
- Legislation enacted that mandated the NJ State Police retain the state fingerprint image on all applicants for school employment. Should the applicant be arrested subsequent to their approval, the CHRU will be notified and will contact the employing facility to take the appropriate action.

- Legislation enacted that mandated school bus drivers must have a motor vehicle abstract check of their driving record for DWI and drug related offenses. If they are convicted of driving under the influence of alcohol or narcotics on 2 occasions during a 10 year period or 1 conviction while operating a school bus, they are permanently disqualified from public school employment. The responsibility for the searches rests with the CHRU.
- Law amended to allow unpaid volunteers to be submitted by the educational facilities for a criminal history background check. However, the educational facility must reimburse the volunteer for the cost of the check. This amendment makes it optional for the facility to reimburse paid employees.
- School bus driver law amended to include sections concerning "leaving a child on a school bus at completion of tour." Includes, notifications to DOE and Superintendent of school; list incident on department Web site; action by MVC on "S" endorsement of driver.
- Bias Intimidation
- Fourth Degree Crimes involving a victim that is a juvenile.

9. Can a prospective job applicant use a vendor other than the state-authorized vendor (MorphoTrust) to have their fingerprints processed (LiveScan) through DOE for pre-employment screening?

No, MorphoTrust is the ONLY state-authorized vendor for fingerprint screening.

10. What are the fees for a NJ Criminal History Record Check?

- Initial Fingerprinting: \$62.70 (payable to Morpho Trust) + \$11.00 (payable to DOE)
- Archive Submission Process: \$27.50
- Transfer Process: \$6.00