

# Criminal History Record Check Instructions For Online Filing to Access New Administrative Fee, Archive Submission Process, Duplicate Approval Letters, Transfer Requests and ePayment AA&C Receipt Reprint Requests.

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**THE EMPLOYING EDUCATIONAL FACILITY OR AUTHORIZED CONTRACTOR IS STATUTORILY RESPONSIBLE TO ASSURE THE APPLICANT/ EMPLOYEE OR CONTRACT SERVICE PROVIDER EMPLOYEE COMPLETES THE CRIMINAL HISTORY RECORD CHECK PROCESS PRIOR TO EMPLOYMENT. THEY MUST PROVIDE THE INDIVIDUAL WITH THE COUNTY, DISTRICT, CONTRACTOR AND/OR SCHOOL CODES; MORPHOTRUST UNIVERSAL FORM AND INSTRUCTIONS ON ACCESSING THE E-PAYMENT PROCESS. UPON COMPLETION OF THIS PROCESS, THE APPLICANT MAY ACCESS MORPHOTRUST THROUGH A LINK ON THE E-PAYMENT PROCESS CONFIRMATION PAGE.**

## **SECTION I. PURPOSE**

The purpose of this directive is to clarify and establish the policy and procedure for conducting a Criminal History Record Check.

The enabling statutes governing Criminal History Record Checks, N.J.S.A. 18A:6-7.2, N.J.S.A. 18A:39-19.1, N.J.S.A. 18A:6-4.14, and N.J.S.A. 18A:12-1.2 mandates that **no** Criminal History Record Check shall be conducted without the written authorization and legal certification of the applicant/employee. The practice of allowing the applicant/employee to contact the private vendor (MorphoTrust), schedule an appointment, undergo LiveScan fingerprinting, and undergo a Criminal History Record Check **prior** to the submission of the necessary authorization, legal certification, and \$10.00 Administrative Fee plus \$1.00 convenience fee **IS A VIOLATION OF THAT STATUTE.**

**Therefore, effective immediately, all new applicants and school bus drivers applying for initial school bus endorsement must submit their Initial Application Request through the e-Payment On-Line Application Process available through the Department of Education website prior to reporting to MorphoTrust and submitting to LiveScan fingerprinting.**

This directive shall additionally establish the procedure to be followed for incumbent employees to request the following documents from the Criminal History Review Unit:

- Duplicate Approval Letters
- Transfers (Only Substitute Employees & School Bus Drivers)
- e-Payment AA&C Receipt Reprints

## **SECTION II. PROCESS**

A. The process of applying for an Initial Application Request is in the following order:

# Criminal History Record Check Instructions For Online Filing to Access New Administrative Fee, Archive Submission Process, Duplicate Approval Letters, Transfer Requests and ePayment AA&C Receipt Reprint Requests.

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- 1) Completion and submission of the e-Payment On-Line Applicant Authorization and Certification (AA &C) Initial Application Request. The procedure is listed below in Section III/Subsection A.
  - 2) Scheduling an appointment with MorphoTrust and submitting to LiveScan Fingerprinting.
- B. The process of applying for an Archive Application Request (\*for persons meeting eligibility requirements listed below) is as follows:
- 1) Completion and submission of the e-Payment On-Line Applicant Authorization and Certification (AA&C) Archive Application Request. The procedure is listed below in Section III/Subsection B.

## SECTION III. PROCEDURE

### **A. New Administration Fee Request (Initial Applicants)**

(For New Applicants and School Bus Drivers Applying for Initial School Bus Endorsement)

**Step 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." This will give you direct access to the Criminal History Review e-Payment Process: **On-Line Applicant Authorization and Certification (AA&C)**.

That screen will display 5 (five) options:

- 1. New Administration Fee Request (Initial Applicants)**
- 2. Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**
- 3. Duplicate Approval Letter Request**
- 4. Transfer Request (Only Substitutes & School Bus Drivers are eligible)**
- 5. Receipt Reprint Request**

Select Option #1: "New Administration Fee Request (Initial Applicants)"

**Step 2:** **Applicant Authorization and Certification (AA&C) Initial Application Request.**

## Criminal History Record Check Instructions For Online Filing to Access New Administrative Fee, Archive Submission Process, Duplicate Approval Letters, Transfer Requests and ePayment AA&C Receipt Reprint Requests.

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This screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to next screen.

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.

**Step 3:** **APPLICANT INFORMATION:** Complete the requested applicant information (to include the county/district/school/contractor code numbers furnished to you by your employer) and proceed to the Legal Certification. In order to continue with the e-Payment process, read and accept the terms of the AA&C by checking the box.

**Step 4:** **PAYMENT:** 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, Nic USA for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

The individual **MUST** click the "make payment" button only **one time** to complete the transaction. After completing the transaction, the individual must 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.

**Step 5:** **FINGERPRINTING:** Access the MorphoTrust Web page at <https://nj.ibtfingerprint.com> schedule a fingerprinting appointment, and submit to LiveScan Fingerprinting. (The county/district/school/contractor codes required to complete the MorphoTrust forms will be supplied to you by your employer on the MorphoTrust Universal Form)

### B. Archive Application Request

# Criminal History Record Check Instructions For Online Filing to Access New Administrative Fee, Archive Submission Process, Duplicate Approval Letters, Transfer Requests and ePayment AA&C Receipt Reprint Requests.

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(For Current Employees Seeking New Employment with an Educational Facility or School Bus Drivers Renewing Their Driver's License)

**Step 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." This will give you direct access to the Criminal History Review e-Payment Process: **On-Line Applicant Authorization and Certification (AA&C)**.

That screen will display 5 (five) options:

1. **New Administration Fee Request (Initial Applicants)**
2. **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**
3. **Duplicate Approval Letter Request**
4. **Transfer Request (Only Substitutes & School Bus Drivers are eligible)**
5. **Receipt Reprint Request**

Select Option #2: "Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)"

**Step 2:** Enter Social Security Number for Eligibility. If the Criminal History Record Check System determines the employee is eligible to undergo the Archive Application Request Process, go to **Step 3**. If the Criminal History Record Check System determines the employee to be ineligible to undergo the Archive Application Request Process, the reason for ineligibility will be explained and the employee will be prompted to contact the Criminal History Review Unit, via telephone, to obtain information as to corrective action to be taken in order to become eligible for the Archive Application Request Process, if necessary.

**Step 3: Applicant Authorization and Certification (AA&C) Archive Application Request.**

This screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to next screen. \*NOTE: You must have been previously printed through the Department of Education subsequent to February 21, 2003 and the state fingerprint image retained by the State Bureau of Identification to access the Archive Process.

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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 a Motor Vehicle “S” Endorsement.

**Step 4:** **APPLICANT INFORMATION:** Complete the requested applicant information and proceed to the Legal Certification. In order to continue with the e-Payment process, read and accept the terms of the AA&C by checking the box.

**Step 5:** **PAYMENT:** Please complete the required payment information. There is a \$32.55 fee for the department to process the request and issue an approval letter, which includes the Administrative Fee. There will also be an additional \$1.00 convenience fee charged by the private vendor, Nic USA for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

The individual **MUST** click the “make payment” button only **one time** to complete the transaction. After completing the transaction, the individual must print a copy of the receipt by clicking the print button in the upper right corner of the page and present a copy to the employing entity.

\*Employees eligible for the Archive Submission Process are not required to schedule an appointment with MorphoTrust and submit to LiveScan Fingerprinting.

## **C. Duplicate Letter Request**

(For Current Approved Employees Seeking a Duplicate Approval Letter)

**Step 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.” This will give you direct access to the Criminal History Review e-Payment Process: **On-Line Applicant Authorization and Certification (AA&C).**

# Criminal History Record Check Instructions For Online Filing to Access New Administrative Fee, Archive Submission Process, Duplicate Approval Letters, Transfer Requests and ePayment AA&C Receipt Reprint Requests.

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That screen will display 5 (five) options:

1. **New Administration Fee Request (Initial Applicants)**
2. **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**
3. **Duplicate Approval Letter Request**
4. **Transfer Request (Only Substitutes & School Bus Drivers are eligible)**
5. **Receipt Reprint Request**

Select Option #3: **“Duplicate Approval Letter Request”**

**Step 2: APPLICANT INFORMATION:** Complete the requested applicant information and proceed to the e-Payment process.

**Step 3: PAYMENT:** Please complete the required payment information. There is a \$5.00 fee for the department to process the duplicate approval letter request and issue a duplicate approval letter. There will also be an additional \$1.00 convenience fee charged by the private vendor, Nic USA for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

The individual **MUST** click the “make payment” button only **one time** to complete the transaction. After completing the transaction, the individual can print a copy of the receipt by clicking the print button in the upper right corner of the page.

## **D. Transfer Request**

(For Currently Approved School Bus Drivers & Substitute School Employees Transferring Employment to a New Employer.)

**Step 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.” This will give you direct access to the Criminal History Review e-Payment Process: **On-Line Applicant Authorization and Certification (AA&C).**

# Criminal History Record Check Instructions For Online Filing to Access New Administrative Fee, Archive Submission Process, Duplicate Approval Letters, Transfer Requests and ePayment AA&C Receipt Reprint Requests.

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That screen will display 5 (five) options:

1. **New Administration Fee Request (Initial Applicants)**
2. **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**
3. **Duplicate Approval Letter Request**
4. **Transfer Request (Only Substitutes & School Bus Drivers are eligible)**
5. **Receipt Reprint Request**

Select Option #4: “**Transfer Request (Only Substitutes & School Bus Drivers are eligible)**”

**Step 2:** Enter Social Security Number for Eligibility. If the Criminal History Record Check System determines the employee is eligible to undergo the Transfer Request Process go to **Step 3**. If the Criminal History Record Check System determines the employee to be ineligible to undergo the Transfer Request Process the reason for ineligibility will be explained and the employee will be prompted to contact the Criminal History Review Unit, via telephone, to obtain information as to corrective action to be taken in order to become eligible for the Transfer Request Process, if necessary.

**Step 3:** The screen will display 2 (two) options:

1. **For All Bus Drivers Only**
2. **For All Other Job Categories**

Select the Option for the position for which you are requesting the transfer.

**Step 4:** **APPLICANT INFORMATION:** Complete and submit the requested applicant information. **NOTE: NO PAYMENT IS REQUIRED FOR THE TRANSFER REQUEST PROCESS.** Upon successful submission of the Applicant Information, a Verification & Confirmation Form will be generated for the applicant to copy and maintain for their records.

## **E. Receipt Reprint Request**

(For employees requiring a reprinting of their Applicant Authorization & Certification (AA&C) e-Payment receipt(s))

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**Step 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." This will give you direct access to the Criminal History Review e-Payment Process: **On-Line Applicant Authorization and Certification (AA&C)**.

That screen will display 5 (five) options:

1. **New Administration Fee Request (Initial Applicants)**
2. **Archive Application Request (Applicants Previously Fingerprinted by the Department of Education and Approved Subsequent to February 2003)**
3. **Duplicate Approval Letter Request**
4. **Transfer Request (Only Substitutes & School Bus Drivers are eligible)**
5. **Receipt Reprint Request**

Select Option #5: "**Receipt Reprint Request**"

**Step 2:** The "**Receipt Reprint Request**" screen will appear requiring the applicant to provide their Social Security Number and Date of Birth. Upon submission of this information click "Continue."

**Step 3:** The system will present to the applicant all past e-Payments made to the Department of Education. The applicant will then click on the past e-Payments for which they require receipt reprints and submit these request(s). **NOTE: NO PAYMENT IS REQUIRED FOR THE e-PAYMENT RECEIPT REPRINT PROCESS.**