

## **Fingerprinting and Criminal History Background Check Directions**

All prospective employees of the Caldwell-West Caldwell Board of Education are required to complete a Criminal History Background record check. Before you start the process, be sure to utilize a PC or Laptop (do not use smart phones, iPads, or other mobile devices), have your credit card handy and be connected to a printer.

Visit the Office of Student Protection website at:

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

### **NEW APPLICANTS ONLY**

1. Select “***File Authorization and Make Electronic Payment for Criminal History Record Check***”.
2. Select “***New Administration Fee Request (New Applicants Only)***” and enter your social security number. Select one of the four (4) options depending on job position and employer (most often #1).
3. Complete the requested applicant information – Category (position you are obtaining), County (Essex), District (Caldwell-West Caldwell) and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant authorization and Certification form by checking the box.
4. Complete the required payment information. There is a \$10 administrative fee for the department to process the request and issue the approval letter and a \$1.00 convenience fee charged by the private vendor for processing the credit card information. Acceptable methods of payment are Visa, MasterCard, Amex or Discover credit cards. You must click the “***Make Payment***” button only one time 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. View and/or print your IdentoGo NJ Universal Fingerprint Form
  3. Click here to schedule your fingerprinting appointment with Idemia
6. 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 corner and present the copy to the employer.
7. Next, select the second option, “***View and/or print your IdentoGo NJ Universal Fingerprint Form***”. You must print the IdentoGo NJ Fingerprint Form to use when making your fingerprint appointment and to present it to Idemia at the time of LiveScan fingerprinting.
8. Access the Idemia web page by selecting the third option, “***Click here to schedule your fingerprinting appointment with Idemia***” or calling 877-503-5981 to schedule a fingerprinting appointment.  
Effective 2/17/20, you must use Service Code:     **2F1FB1 – Public School Employment**  
If you are a bus driver use Service Code:   **2F1GSH – Bus Driver Employment**
9. In about 2 weeks after you get fingerprinted, you will be able to view and print your “***Applicant Approval Employment History***” by accessing the Office of Student Protection website. Give a copy to your employer.

**ARCHIVE APPLICATION REQUEST INSTRUCTIONS** (Employees already fingerprinted)

1. Select “*File Authorization and Make Electronic Payment for Criminal History Record Check*”.
2. Select “*Archive Application Request (Applicants Previously Fingerprinted)*”.
3. Enter your Social Security Number to ascertain if you are eligible for the process and Click “*Continue*”.
4. Select the appropriate Applicant Authorization and Certification form that is suitable to your job position and employer.
5. Complete the requested applicant information to include the county and district and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form by check the box. Click “*Next*”
6. Submit your credit card payment. Total payment is \$29.75 (\$28.75 plus a \$1.00 convenience fee charged by the private vendor). Click “*Continue*” and then click “*Make Payment*” at the bottom of the next page.
7. The payment confirmation page will state “*Your ePayment transaction has been processed successfully*”. Print a copy of this receipt.
8. In about two weeks, you will be able to view and print your “*Applicant Approval Employment History*” by accessing in on the Office of Student Protection website. Please give a copy to your employer.

**TRANSFER REQUEST INSTRUCTIONS** (ONLY Substitutes and Bus Drivers are eligible)

1. Select “*File Authorization and Make Electronic Payment for Criminal History Record Check*”.
2. Select the third option “*Transfer Request (Only Substitutes and Bus Drivers are eligible)*”.
3. Enter your Social Security Number to ascertain if you are eligible for the process and Click “*Continue*”.
4. The screen will display two options:
  1. For all Bus Drivers Only
  2. For all Other Job Categories
5. Select the option for the position for which you are requesting the transfer. Complete the requested information including the county and district and click “*Next*”.
6. Review your information and submit your credit card payment. Total payment is \$6.00 (\$5.00 plus a \$1.00 convenience fee charged by the private vendor). Click “*Continue*” and then “*Make payment*” at the bottom of the next page.
7. The payment confirmation page will state “*Your ePayment transaction has been processed successfully*”. Print a copy of this receipt.
8. In a few days, you will be able to view and print your “*Applicant Approval Employment History*” by accessing in on the Office of Student Protection website. Please give a copy to your employer.