

Caldwell-West Caldwell Board of Education
Personnel Office – (Angela Tobey – 973-226-7120 - atobey@cwcboc.org)

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. Please use the county code and district code for Caldwell-West Caldwell:

COUNTY CODE: 13 (Essex)

DISTRICT CODE: 0660 Caldwell-West Caldwell

Visit the State of New Jersey Board of Education Criminal History Review webpage at:

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

NEW APPLICANTS ONLY

Select “File Authorization and Make Electronic Payment for Criminal History Record Check”.

Select “New Administration Fee Request (New Applicants Only)”.

Select one of the four (4) options depending on job position and employer (most often #1).

Complete all three (3) steps, make electronic payment of \$11.00, and print your confirmation receipt.

Complete and print the IdentGO NJ Universal fingerprint form and make the required payment of \$66.05 with a credit or debit card.

Schedule a MorphoTrust fingerprinting appointment.

Approximately one to two weeks after the fingerprinting appointment, the applicant can go back to the above website, select “Applicant Approval Employment History” and enter the Social Security number and birth date. If approved, please print the approval document.

APPLICANTS PREVIOUSLY FINGERPRINTED (For Public School Employment)

Select “File Authorization and Make Electronic Payment for Criminal History Record Check”.

Select “Archive Application Request (Applicants Previously Fingerprinted)”.

Select “Transfer Request” if you are a **current Substitute or Bus Driver in another district.**

Enter your Social Security Number and click the Continue Button.

Follow the remaining instructions.

If you are eligible for the “Archive Submission Process”, you will pay a reduced fee of \$29.75, including the \$10.00 Administrative Fee and a \$1.00 convenience fee charged by NICUSA.

If you are eligible for the “Transfer Process”, you will pay a reduced fee of \$6.00.

Approximately two weeks after the archive is done, the applicant can go back to the above website, select “Applicant Approval Employment History” and enter the Social Security number and birth date. If approved, please print the approval document.