



# ENGLEWOOD PUBLIC SCHOOLS

DWIGHT MORROW H.S., HR OFFICE, 274 KNICKERBOCKER ROAD, ENGLEWOOD, NJ 07631

**TO:** Applicant for Employment

**FROM:** Human Resources Department

**SUBJECT:** Criminal History Fingerprinting Instructions

**DATE:** Spring 2017

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Effective July 1, 2010 and pursuant to N.J.S.A. 18A:6-7.2, the Department of Education requires that all Criminal History requests (initial appointments/fingerprinting, duplicate letters and archival requests) be processed online. The current fee for new applicants for school employment, including nonpublic schools, is \$62.70 (effective September 29, 2016).

**If you have *never* been fingerprinted by MorphoTrust (or before February 21, 2003), follow the steps listed below:**

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."
2. Select [File Authorization And Make Electronic Payment For Criminal History Record Check](#) (A new window will open.)
  - a. Select #1: "**New Administration Fee Request (New Applicants Only)**" - This screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to next screen.
3. Enter the requested information. Under *School Info*, please select **Bergen (03)** as the County and **Englewood City (1370)** as the district. 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.
4. 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, NicUSA for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards. You **MUST** click the "**Make Payment**" button only **one time** to complete the transaction.
5. After completing the transaction, the individual 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

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 right corner of the page and presenting a copy to the employing entity.

Next select the second option "**Complete and/or print your IdentoGO NJ Universal Fingerprint Form**" to complete the IdentoGO NJ Universal Fingerprint Form. After the form is complete, you must click on 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.

Access the MorphoTrust web page by selecting the third option "**Click here to schedule your fingerprinting appointment with MorphoTrust**" to schedule a fingerprinting appointment and submit to LiveScan Fingerprinting.

The Criminal History Review Unit (CHRU) no longer mails approval or disqualification letters. You must visit <http://www.nj.gov/education/educators/crimhist> to obtain your status by clicking on [Applicant Approval Employment History](#). You must bring this printout to the Human Resources Office with the remainder of your employment paperwork. Failure to comply with the mandate may result in a delay of you being Board approved for hire.

**If you have been fingerprinted by MorphoTrust after February 21, 2003, follow the steps listed below for the Archive Process:**

Your most recent Process Control Number (PCN) is required for this process. You may obtain this information by visiting <http://www.nj.gov/education/educators/crimhist> and click on [Applicant Approval Employment History](#).

Once you have obtained your PCN return to the main webpage and follow the instructions below:

1. Click on "File Authorization and Make Electronic Payment for Criminal History Record Check"
2. Then click on "Archive Application Request (Applicants Previously Fingerprinted and Approved Subsequent to February 2003)."
3. Enter your social security number and click on "continue." Select the position for which you are applying.
4. Complete the On-Line Applicant Authorization and Certification (AA&C) request. The AA&C request consists of three steps: Input Information and Legal Certification, Payment, and Submit.

The fee for this process is **\$27.50** (which includes the \$11 administrative fee) which is payable directly to MorphoTrust.

You are not required to go to a site for Live Scan fingerprinting. The Criminal History Review Unit (CHRU) will request the background check from MorphoTrust.

The (CHRU) no longer mails approval or disqualification letters. You must visit <http://www.nj.gov/education/educators/crimhist> to obtain your status by clicking on [Applicant Approval Employment History](#). You must bring this printout to the Human Resources Office with the remainder of your employment paperwork. Failure to comply with the mandate may result in a delay of you being Board approved for hire.

**For individuals who are currently employed as substitute teachers with a clearance letter dated within twelve (12) months of your application, you will only need to present your clearance letter and have your Criminal History Employment transferred to Englewood. Please follow the instructions immediately above, and pay the reduced fee of \$5. All others are required to archive their fingerprints.**

Please visit [http://www.nj.gov/education/genfo/faq/faq\\_crimhist.htm](http://www.nj.gov/education/genfo/faq/faq_crimhist.htm) for a list of frequently asked questions regarding the fingerprinting process.