



ENGLEWOOD PUBLIC SCHOOLS

ADMINISTRATIVE OFFICES
DWIGHT MORROW H.S., 274 KNICKERBOCKER ROAD, ENGLEWOOD, NJ 07631

MEMO

TO: Applicant for Employment
FROM: Human Resources Department
SUBJECT: Criminal History Record Check
DATE: Spring 2018

Below please find instructions for completing the Criminal History record check required by the Englewood Public School District prior to employment. There are three different types of applications to select from to complete the Criminal History record check: new applicant; archive applicant; and transfer applicant. Please read the descriptions below to determine which of the applications is appropriate for you.

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

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <https://homeroom4.doe.state.nj.us/chr/> and select "New Administration Fee Request."
 - a. This will take you to the "New Application Request – Social Security Check for Eligibility" – enter your Social Security number to ascertain whether you are eligible for the process and click "Continue."
 - b. If you are eligible for the process, the screen will display four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to the next screen.
 - c. The "Applicant Authorization and Certification (AA&C)" screen will appear. Enter the requested information.
 - i. Under **School Info**, please select **Bergen (03)** as the County and **Englewood City (1370)** as the district.
 - ii. 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.
2. Complete the required payment information – **Total payment is \$62.66**
 - a. There is a \$10.00 administrative fee for the Department to process the request and issue an approval letter.
 - b. There will also be an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information.
 - c. Accepted methods of payment are Visa, MasterCard, American Express or Discover credit cards.
 - d. You **MUST** click the "Make Payment" button only **one time** to complete the transaction.
3. After completing the transaction, the individual will be presented with three required steps:
 - a. View and/or print your New Administration Fee Payment Request confirmation page
 - b. Complete and/or print your Identogo NJ Universal Fingerprint Form
 - c. Click here to schedule your fingerprinting appointment with MorphoTrust.

4. 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.
5. Next select the second option "**View and/or print your IdentoGO NJ Universal Fingerprint Form.**"
 - a. You must print the IdentoGO NJ Fingerprint Form and fill in the boxes for height, weight, maiden name (if applicable), place of birth, country of citizenship, hair color, and eye color and present it to MorphoTrust at the time of LiveScan fingerprinting.
6. 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 or call 1-877-503-5981 to schedule a fingerprinting appointment.
7. In about two weeks, you will be able to view and print your "**Applicant Approval Employment History**" by accessing it on the Criminal History Review Unit website: <https://homeroom5.doe.state.nj.us/chrs16/?app-emp-history>.
 - a. Provide the Human Resources Department with a copy.

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

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <https://homeroom4.doe.state.nj.us/chr/> and choose "Archive Application Request".
2. Enter your Social Security number to ascertain if you are eligible for the process, click "**Continue.**"
3. Select the appropriate Applicant Authorization and Certification form (AA&C) that is suitable to your job position and employer.
4. Complete the requested applicant information to include:
 - a. Use **Bergen County (03) and Englewood City district (1370)** codes furnished to you by your employer and proceed to the Legal Certification.
 - b. In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box. Click "**Next**"
5. Submit your credit card payment. **Total payment is \$28.50** (\$27.50 plus a \$1.00 convenience fee charged by the private vendor).
 - a. Click "**Continue**"
 - b. Then click "**Make Payment**" at the bottom of the next page.
6. The Payment Confirmation page will state "**Your ePayment transaction has been processed successfully.**" You should 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 it on the Criminal History Review Unit website: <https://homeroom5.doe.state.nj.us/chrs16/?app-emp-history>.
 - a. Provide the Human Resources Department with a copy.

Transfer Applicant Request (Substitutes and Bus Drivers Only)

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <https://homeroom4.doe.state.nj.us/chr/>.
2. Select the third option: **"Transfer Request (Only Substitutes & Bus Drivers are eligible)."**
3. Enter your Social Security number to ascertain whether you are eligible for the process. Click **"Continue."**
4. The screen will display two options:
 - a. For All Bus Drivers ONLY
 - b. For All Other Job Categories
7. Select the option applicable to the position for which you are requesting the transfer. Complete the requested applicant information, including:
 - a. Use **Bergen County (03) and Englewood City district (1370)** codes furnished to you by your employer and click the **"Next"** button.
5. 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).
 - a. Click **"Continue"**
 - b. Then click **"Make Payment"** at the bottom of the next page.
6. The Payment Confirmation page will state **"Your ePayment transaction has been processed successfully."** You may print a copy of this receipt.
7. In about two weeks, you will be able to view and print your **"Applicant Approval Employment History"** by accessing it on the Criminal History Review Unit website: <https://homeroom5.doe.state.nj.us/chrs16/?app-emp-history>.
 - a. Provide the Human Resources Department with a copy.