

Directions for Fingerprinting

EVERY applicant **MUST** “file with the State, your information to register your fingerprints.”

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

Step 1: Click on “[File Authorization And Make Electronic Payment For Criminal History Record Check](#)”

Step 2: Click on the appropriate link for your employment –

Initial Applicants – click on **New Administration Fee Request (New Applicants Only)**
(A fee of \$63.91, plus \$11.00 administrative fee)

Transferring Applicants – click on **Transfer Request (Only Substitutes & Bus Drivers are eligible)**
(A fee of \$5.00, plus \$1.00 convenience fee)

Archiving Applicants – click on **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**
(A fee of \$29.75, plus \$1.00 convenience fee)

NOTE: If Transferring or Archiving, you must have been fingerprinted through an educational district, and from MorphoTrust after February 2003, having a PCN# for reference.

Volunteer Applicants – click on **New Administration Fee Request (New Applicants Only)**
(A fee of \$21.91, plus \$11.00 administrative fee)

NJ DOE Fingerprint Form Boxes

- (1) Originating Agency Number: (ORI#) Please enter - **NJ930100Z**
- (2) Category: Please enter **EDK** (**EDV** for Volunteers/Student Teachers)
- (3) Statute Number: District/Contractor/Nonpublic School must select the applicable statute number
18A:6-7.2 (for public school employment – volunteers/student teachers)
18A:39-19.1 (for employment as a school bus driver)
18A:6-4.14 (for nonpublic school employment)
18A:12-1.2 (for School Board Member/Trustee)
- (4) Reason For Fingerprinting: District/Contractor/Nonpublic School must enter applicable title listed below
Public School Employment (Use only for 18A:6-7.2)
School Board Member/Trustee (Use only for 18A:12-1.2)
DOE Volunteer (Student teacher insert **DOE Volunteer**) (Use only For 18A:6-7.2)
School Bus Driver Employment (Use only for 18A:39-19.1)
Nonpublic School Employment (Use only for 18A:6-4.14)
Nonpublic Volunteer (Insert **DOE Volunteer NP**) (Use only for 18A:6-4.14)
- (5) Document Type: Please enter **RB1** or (**VB1** – Volunteers/Student Teachers only)
- (6) Payment Information The following information must be entered in block #6
"Applicant pays the fee of \$63.91" or ("**Volunteer/Student Teacher Pays the Fee of \$21.91**")
- (7) Contributor's Case Number: Please enter the applicable numerical code numbers
County (**03**) + District/Contractor (**1345**) codes (public schools/school bus driver)
County (2 digit) + (4 digit) + (3 digit) codes (private handicapped schools)
County (2 digit) + (4 digit) + (3 digit) codes (nonpublic schools)
- (8) Miscellaneous: School Bus Drivers please enter driver's license number and expiration date.
- 25) Occupation: Please use one of the following literals to describe the position you are seeking.
ADMINISTRATOR/SUPERVISOR
ATHLETIC PERSONNEL
BOARD MEMBER/TRUSTEE
CLASSROOM TEACHER
CLERICAL
COLLEGE STUDENT
CUSTODIAL/MAINTENANCE
EDUCATIONAL SUPPORT SERVICES
NURSE
PHYSICIAN
SCHOOL BUS AIDE (NON DRIVER)
SCHOOL BUS DRIVER
SECRETARIAL
SUBSTITUTE CLERICAL
SUBSTITUTE CUSTODIAL/MAINTENANCE
SUBSTITUTE FOOD SERVICES
SUBSTITUTE HEALTH PROFESSIONAL
SUBSTITUTE NURSE
SUBSTITUTE SECRETARIAL
SUBSTITUTE SECURITY
SUBSTITUTE TEACHER
SUBSTITUTE TEACHER AIDE
TEACHER AIDE
TUTOR
VOLUNTEER