

## **Instructions for New Applicants**

1. Access the Office of Student Protection’s direct web address to begin the process. Click on Office of Student Protection. Click on ***“File Authorization and Make Electronic Payment.”***
2. Select the first option: ***“New Administration Fee Request (New Applicants Only)”*** and enter your Social Security number to ascertain if you are eligible for the process. The screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to next screen.
3. Complete the requested applicant information to include Mercer County Code 21, West Windsor-Plainsboro District Code 5715 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 for 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, you will be presented with three required steps:
  1. View and/or print your New Administration Fee Payment Request conformation 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 right corner of the page and presenting a copy to the employing entity.
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 1-877-503-5981 to schedule a fingerprinting appointment. You must use the chart below to choose your Service Code to schedule the appointment.

| <b>REASON FOR FINGERPRINTING<br/>(Box 4 on the NJ Universal Fingerprint Form)</b> | <b>SERVICE CODE</b> |
|---|---------------------|
| PUBLIC SCHOOL EMPLOYMENT  | 2F1FB1              |
| NONPUBLIC SCHOOL EMPLOYMENT   | 2F19ZQ              |
| SCHOOL BUS DRIVER EMPLOYMENT  | 2F1GSH              |
| SCHOOL BOARD MEMBER/TRUSTEE   | 2F1GN4              |
| DOE VOLUNTEER   | 2F151N              |
| DOE VOLUNTEER NONPUBLIC   | 2F14XX              |

9. In about two 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**

1. Access the Office of Student Protection's direct web address to begin the process. The web address is: <https://www.nj.gov/education/crimhist>.
2. Click on "***File Authorization and Make Electronic Payment for Criminal History Record Check.***"
3. Select the second option: "***Archive Application request (Applicants Previously fingerprinted for the Department of Education and Approved Subsequent to February 2003).***"
4. Please enter your Social Security number to ascertain if you are eligible for the process. Click "***Continue.***"
5. Select the appropriate Applicant Authorization and Certification form that is suitable to your job position and employer.
6. Complete the requested applicant information to include County Code 21, West Windsor-Plainsboro District Code 5715 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. Click "***Next***"
7. 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.
8. The Payment Confirmation page will state "***Your ePayment transaction has been processed successfully.***" You should print a copy of this receipt.
9. In about two weeks, you will be able to view and print your "***Applicant Approval Employment History***" by accessing it on the Office of Student Protection website. Please give a copy to your employer.

## **Transfer Request Instructions**

1. Access the Office of Student Protection’s direct web address to begin the process. The web address is: <https://www.nj.gov/education/crimhist>.
2. Click on “***File Authorization and Make Electronic Payment for Criminal History Record Check.***”
3. Select the third option: “***Transfer Request (Only Substitutes & Bus Drivers are eligible).***”
4. Please enter your Social Security number to ascertain if you are eligible for the process. Click “***Continue.***”
5. The screen will display two options:
  1. For All Bus Drivers Only
  2. For All Other Job Categories
6. Select the option for the position for which you are requesting the transfer. Complete the request applicant information including Mercer County Code 21, West Windsor-Plainsboro District Code 5715, click on the “***Next***” button.
7. 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 click “***Make Payment***” at the bottom of the next page.
8. The Payment Confirmation page will state “***Your ePayment transaction has been processed successfully.***” You may print a copy of this receipt.
9. In a few days, you will be able to view and print your “***Applicant Approval Employment History***” by accessing it on the Office of Student Protection website. Please give a copy to your employer.