

ARCHIVE APPLICATION PROCEDURE

- Applicants are able to use the Archive Process if fingerprinted previously for the Department of Education and approved subsequent to February 2003.
- Access the [Archive process](#) and **follow the instructions on the website.**
- **Select the second option:** "Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003).
- Enter your Social Security number to ascertain if you are eligible for the process.
- Select the appropriate Applicant Authorization and Certification form (AA&C) that is suitable to your job position and employer - **Athletic Personnel.**
- Complete the requested applicant information. Under "New School Info", "Public School Selection" select **Bergen (03)** for the county and **Northern Highlands Region (3700)** for the school district.
- There is a fee.
- The Payment Confirmation page will state "Your ePayment transaction has been processed successfully." You should print a copy of this receipt.
- 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](#). Provide a copy to your employer.