

CRIMINAL HISTORY INSTRUCTIONS FOR NEW APPLICANTS

VERY IMPORTANT: We are the Northern Highlands Regional High School District NOT Allendale. If you put in the incorrect school district this will be a problem!

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <https://www.nj.gov/education/crimhist> Click on **"File Authorization and Make Electronic Payment for Criminal History Record Check."**
 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.
 1. All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools
 2. All School Bus Drivers and Bus Aides for Public Schools, Private Schools for Students with Disabilities, Charter Schools and Authorized School Bus Contractors
 3. All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools
 4. All School Bus Drivers and Bus Aides for Non Public Schools and Other Agencies
- Note: A school bus driver is defined as an individual holding or applying for a Motor Vehicle "S" endorsement.**
3. Complete the requested applicant information using the "Needed for Step 3" information provided 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.
 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 confirmation 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 call 1-877-503-5981 to schedule a fingerprinting appointment. Effective February 17, 2020, you must use the chart below to choose your Service Code to schedule the appointment.

REASON FOR FINGERPRINTING (Box 4 on the NJ Universal fingerprint form)	SERVICE CODE
Public School Employment	2F1FB1
Non-Public School Employment	2F19ZQ
School Bus Driver Employment	2F1GSH
School Board Member/Trustee	2F1GN4
DOE Volunteer	2F151N
DOE Volunteer Non-Public	2F14XX

9. In about two weeks, you will be able to view and print your “**Applicant Approval Employment History**” by accessing the Criminal History Review Unit website. Note that this requires a color copy for the seal to be visible. Please give a copy to your employer.

Applicant Information Needed for Step 3:

Please note that some of this information is specific to Northern Highlands Regional High School

- (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 code/ title listed below
- | | |
|---------------|---|
| 2F1FB1 | Public School Employment (Use only for 18A:6-7.2) |
| 2F1GN4 | School Board Member/Trustee (Use only for 18A:12-1.2) |
| 2F151N | DOE Volunteer (Student teacher use DOE Volunteer) (Use only For 18A:6-7.2) |
| 2F1GSH | School Bus Driver Employment (Use only for 18A:39-19.1) |

- (5) Document Type: Please enter **RB1**
(or **VB1** for Volunteers/Student Teachers only)

- (6) Payment Information:
The following information must be entered in block #6
"Applicant pays the fee of **\$63.91**" (as of 2/15/19)
or ("**Volunteer/Student Teacher Pays the Fee of \$22.91**") (as of 2/15/19)

- (7) Contributor's Case Number: Please enter **03-3700**

- (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	SECRETARIAL
ATHLETIC PERSONNEL	SECURITY
BOARD MEMBER/TRUSTEE	STATE MONITOR
CLASSROOM TEACHER	SUBSTITUTE CLERICAL
CLERICAL	SUBSTITUTE CUSTODIAL/MAINTENANCE
COLLEGE STUDENT	SUBSTITUTE FOOD SERVICES
CUSTODIAL/MAINTENANCE	SUBSTITUTE HEALTH PROFESSIONAL
EDUCATIONAL SUPPORT SERVICES	SUBSTITUTE NURSE
FOOD SERVICES	SUBSTITUTE SECRETARIAL
HEALTH PROFESSIONAL	SUBSTITUTE SECURITY
INVESTIGATOR ONLY	SUBSTITUTE TEACHER
NURSE	SUBSTITUTE TEACHER AIDE
PHYSICIAN	TEACHER AIDE
SCHOOL BUS AIDE (NON DRIVER)	TUTOR
SCHOOL BUS DRIVER	VOLUNTEER

- (26) Employer Name: Please enter **Northern Highlands Regional High School**
Employer Address: Please enter **298 Hillside Avenue, Allendale, NJ 07401**