



## Irvington Board of Education

### **CRIMINAL HISTORY PROCEDURES FOR CONTRACTED SERVICES**

Fingerprinting of all individuals or persons assigned to work in the Irvington Public School System is a condition of the contract award. Therefore, the following procedures must be adhered to before an employee/independent contractor from your company can accept an assignment in the district:

1. Copy and distribute to the appropriate staff members, the attached Morpho Trak (Fingerprinting) Form and the Criminal History Review website information ([www.nj.gov/educators/crimhist/](http://www.nj.gov/educators/crimhist/)). Correctly enter in the appropriate sections, the following information:

County - Essex

District – 13-2330 Irvington

**Note: The above form can only be used by employees Assigned to work in this district.**

2. Contact Morpho Trak (formerly Sagem Morpho) for an appointment (Contact information is on the form).

**Note: A fingerprinting fee of \$67.50, payable to Morpho Trak, will be due at the time of service, unless paying online with a Credit or Debit Card.**

3. Once fingerprinted and in order to receive a Clearance Letter, the applicant must complete an online application on the State of New Jersey Criminal History website ([www.nj.gov/education/educators/crimhist/](http://www.nj.gov/education/educators/crimhist/)) and pay the \$11.00 fee with a debit/credit card. Print or write and keep the confirmation number.

**Note: Upon receipt, a copy of the Clearance Letter must be provided to the district.**

Fingerprinting questions may be directed to Morpho Trak at 800-503-5981 .

**\*MorphoTrak** is the ONLY State authorized vender for fingerprint screening.