

FINGERPRINTING PROCEDURES – TEACHERS, AIDES, COACHES & SUBSTITUTES

Revised: September 29, 2016

All new Application Requests, Archive Application Requests, Duplicate Approval Letter Requests, School Bus Drivers applying for initial school bus endorsement or renewing their driver's license MUST submit their Applicant Authorization and Certification by going through the on-line process available through the Criminal History Review website:

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

- Select: ***File Authorization and Make Electronic Payment for Criminal History Record Check***
- Select: ***New Administration Fee Request***

OR 'Archive Application Request' You must have been previously printed & approved through the Dept. of Ed. after Feb. 2003 in order to proceed with the Archive process. Follow the simple directions. The fee will be ***\$27.50***. You will need your original PCN.

- Complete: the ***Applicant Authorization & Certification (AA&C)*** form and make the required administrative fee payment with a credit or debit card. The fee will be \$11.00.

After the administrative fee payment has been approved, the applicant will:

1. **Print** their ***Applicant Authorization & Certification (AA&C)*** confirmation page
2. Complete and **print** the ***IdentoGO NJ Universal Fingerprint form***.
The fee will be: ***\$62.70***.
3. Schedule the ***MorphoTrust fingerprinting appointment***. Bring all confirmation forms to your appt.

Important information for completing the IdentoGO NJ Universal Fingerprint form:

	<i>Teacher, Aide, Substitute</i>	<i>Bus Driver</i>
County Code	39	same
District Code	5090	same
Originating Agency #	NJ930100Z	same
Category	EDK	same
Statute #	18A:6-7.2	18A:39-19.1
Document Type	RB1	same
Reason for Employment	Public School Employment	School Bus Driver
Employer Name	Summit Public Schools	
Employer Address	14 Beekman Terrace, Summit, NJ 07901	

AFTER YOUR APPOINTMENT:

The Federal Bureau of Investigation and the NJ State Police will conduct a criminal history record search. In a few weeks you will be able to print your criminal history approval letter from the State of New Jersey indicating your search is complete and you have been approved work for the Summit Public Schools. We **MUST** receive a copy of your approval letter in order for your employment to go forward.