

EAST ORANGE SCHOOL DISTRICT
DIVISION OF HUMAN RESOURCE SERVICES

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Marissa C. McKenzie
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MEMORANDUM

TO: All Candidates for Employment

FROM: Marissa C. McKenzie, Human Resource Manager (M)

DATE: September 10, 2015

RE: **Criminal History Fingerprinting Procedure**

Effective September 1, 2009, all applicants requiring fingerprinting for school employment must use the Live Scan Fingerprinting Service to meet the statutory requirement. The designated vendor for all fingerprinting services is IdentGo MorphoTrust.

Initial Fingerprinting Process

(For New Public School Employees OR Applicants fingerprinted prior to February 21, 2003)

The Criminal History Review Unit has integrated the new IdentGo MorphoTrust Fingerprinting form into their online filing. **The new form will only be available to complete online.**

Instructions:

1. Go online to the New Jersey Department of Education Web site at:

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

2. Select “*File Authorization and Make Electronic Payment for Criminal History Record Check,*”
3. Select “*New Administration Fee Request (New Applicants Only),*”
4. Select “*1. All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools,*”
5. Complete the Applicant Authorization & Certification (AA & C) form and make the required Administrative fee payment,
6. Print your fee payment receipt,
7. Complete the blocks on the IdentGo form that have not been pre-populated and print the IdentGo form.

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8. Following completion of the online filing, there will be a link to MorphoTrust to schedule your appointment to be LiveScan fingerprinted. You will need the following information:

1)	ORI Number	NJ930100Z
2)	Category	EDK
3)	Statute Number	N.J.S.A. 18A: 6 – 7.2
4)	Reason for Fingerprinted	Public School Employment
5)	Document Type	RB1
6)	Payment Information	\$65.45
7)	Contributor Case #	13-1210

Payment Information

Please be aware that there are **two (2) separate payments** for the initial fingerprinting process. Under the current law, you (“the applicant”) are required to pay for the cost of being fingerprinted.

- *First Payment:* The first payment is the “New Administration Fee Request”, charged by The Department of Education, **in the amount of \$11.00 for administrative costs.** This fee must be paid online at

<https://homeroom2.state.nj.us/chr>

- *Second Payment:* Following completion of the online filing, there will be a link to MorphoTrust to schedule your appointment to be LiveScan fingerprinted. **The current cost of the fingerprinting process is \$65.45.**

Appointment Day

On the day of your fingerprinting appointment, you will be **required** to provide the fingerprint technician with current photo identification. Acceptable forms of identification include:

- Federal/state/country/municipal photo identification card
- Driver’s license (with a photograph)
- Passport

At the time of your fingerprinting, MorphoTrust will screen you by asking relative questions to make sure that you are being fingerprinted for the correct reason. Once scanned, you will be provided with a receipt as evidence of your successful completion of the fingerprint process. **Please forward a copy of this receipt to the Division of Human Resource Services.**

Post-Fingerprinting

After the fingerprinting process is completed, you will be notified by The State of New Jersey (*via mail*) regarding the outcome of your background check. **Once you receive your approval letter, please forward a copy to the Division of Human Resource Services.**

Archive Submission Process

(For applicants fingerprinted after February 21, 2003)

Applicants who were LiveScan printed after February 21, 2003 and have had the state fingerprint image retained by the NJSP and category Education Keep (EDK), are eligible for the Archive Submission Process. The request for this process must be authorized by the employing entity and the applicant must submit the request online at the department Website. This form must include the most recent Process Control Number (PCN) obtained from the applicant's previous MorphoTrust receipt or their most recent approval letter with the blue seal of the State of New Jersey. The applicant will not be required to go to a site to be LiveScan fingerprinted. The State of New Jersey will request the background check from MorphoTrust.

The current fee for the Archive Submission Process is \$30.25, including the \$10.00 administrative fee. There is also a \$1.00 convenience fee charged by NicUSA.

Instructions:

1. To check if you are eligible to process an archive submission, visit:

<http://homerom2.state.nj.us/chr/>

2. Select "*Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)*",
3. Enter your social security number for eligibility,
4. Select "*1. All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools,*"
5. Complete the Applicant Authorization & Certification (AA & C) form and make the required Administrative fee payment,
6. Print your fee payment receipt, *and*
7. Forward a copy to the Division of Human Resource Services.

If you are not eligible for the archive submission process, you MUST complete the initial fingerprinting process (explained above).

If you have any questions regarding the fingerprinting procedure, please feel free to contact the Division of Human Resource Services at (973) 266-5777.

MM/dl