

FINGERPRINT AND BACKGROUND CHECK

1. Fingerprint application process can be found at <https://www.nj.gov/education/crimhist/>

If:

- You have never worked/been printed for a NJ school district **or**
- You were fingerprinted by Office of Student Protection **before** March 2003 **or**
- You were originally fingerprinted as a College Student or as a Volunteer
- Then you are a **new applicant**. **\$66.05 plus \$11 convenience fee**
- follow the instructions for [File Authorization and Make Electronic Payment](#) and choose
 - “New Administration Fee Request”
 - County Code: 09
 - District Code: 2820
 - Service Code 2F1FB1 “Public School Employee”

If:

- You were fingerprinted and approved by Office of Student Protection **after** February 2003, and are changing school districts and have had a break in employment from your district...then you are an **archive applicant**. **\$28.75 plus \$1 convenience fee**
- Follow instructions for [File Authorization and Make Electronic Payment](#) and choose
 - “Archive”
 - County Code: 09
 - District Code: 2820
 - Service Code: 2F1FB1

If:

- You were fingerprinted and approved by Office of Student Protection after March 2003, **and**
- You were fingerprinted for a substitute **and**
- You have been employed in a substitute position continuously by a school since the first year your criminal history approval was issued, and are now desiring to work in additional districts then you are a **transfer applicant**. **\$5 plus \$1 convenience fee**
- follow the instructions for [File Authorization and Make Electronic Payment](#) :
 - “Transfer Request”
 - County Code: 09
 - District Code: 2820
 - Service Code 2F1FB1
- **Fingerprint approval report can be retrieved after 14 days by going back to <https://www.nj.gov/education/crimhist/>**
- **Choose “Applicant Approval Employment History”**
- **Print approval and include with the following documents.**