

**FINGERPRINTING PROCEDURES – TEACHERS, AIDES, COACHES & SUBSTITUTES**  
**Revised: February 1, 2015**

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 \$30.25. 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: \$65.45.
3. Schedule the **MorphoTrust fingerprinting appointment**. Bring all confirmation forms to your appt.

**Important information for completing the IdentoGO NJ Universal Fingerprint form:**

	<b>Teacher, Aide, Substitute</b>	<b>Bus Driver</b>
<b>County Code</b>	23	23
<b>District Code</b>	3620	3620
<b>Originating Agency #</b>	NJ930100Z	NJ930100Z
<b>Category</b>	EDK	EDK
<b>Statute #</b>	NJSA 18A:6-7.2	NJSA 18A:39-19.1
<b>Document Type</b>	RB1	RB1
<b>Reason for Employment</b>	Public School Employment	School Bus Driver
<b>Employer Name</b>	North Brunswick Board of Education	North Brunswick Board of Education
<b>Employer Address</b>	PO Box 6016 North Brunswick, NJ 08902	PO Box 6016 North Brunswick, NJ 08902

**AFTER YOUR APPOINTMENT:**

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