

## **CRIMINAL HISTORY BACKGROUND CHECK**

### **SCHOOL/CONTRACTOR INSTRUCTIONS**

- SCHOOL COUNTY CODE IS – 03
- SCHOOL DISTRICT CODE IS – 5410
- All applicants must submit their Applicant Authorization and Certification by going to the Criminal History website at <http://nj.gov/education/crimhist> and clicking on the line “File Authorization and Make Electronic Payment for Criminal History Record Check.”
- Applicant/Employee shall select the first choice “New Administration Fee Request” and then select one of the four options, depending on their job position and employer.
- Applicant/Employee must complete the Applicant Authorization & Certification (AA&C) form and make the required administrative fee payment with a credit or debit card.
- After the administrative fee payment has been approved, the applicant will be presented with three choices:
  1. View and print their Applicant Authorization & Certification (AA&C) confirmation page.
  2. Complete and print their IndentoGO NJ Universal Fingerprint form.
  3. Schedule their MorphoTrust fingerprinting appointment.