Instructions for New Applicants

1. Access the Office of Student Protection's direct web address at https://nj.gov/education/crimhist/. Click on the link **"File Authorization and Make Electronic Payment"** on the right-hand side.

2. Select the first option: **"New Administration Fee Request (New Applicants Only)"** and enter your Social Security number and click **"Continue."** Select **#1 - All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools**.

3. Complete the requested applicant information making sure to choose **"Substitute Teacher"** for the Job Category and choosing the Public School Selection for School Info, then County - **Essex (13)** / District – **Seton Hall University (7295)** / School – **Seton Hall University (001)** and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box.

4. Please complete the required payment information. There is a $11.00 administrative fee for the department to process the request. Methods of payment are Visa, MasterCard, American Express or Discover credit cards. You **MUST** click the "**Make Payment**" button only **one time** to complete the transaction.

5. After completing the transaction, you will be presented with three required steps:
   1. View and/or print your New Administration Fee Payment Request confirmation page
   2. View and/or print your IdentoGO NJ Universal Fingerprint Form
   3. Click here to schedule your fingerprinting appointment with Idemia

6. Select the first option "**View and/or print your New Administration Fee Payment Request confirmation page**" and print a copy of the receipt by clicking the print button in the upper right corner of the page.

7. Next select the second option **"View and/or print your IdentoGO NJ Universal Fingerprint Form"** to open and print the IdentoGO NJ Universal Fingerprint Form. You must reference the information on the form when scheduling your fingerprinting appointment, especially **Box 7** which is the Contributor's Case Number (**137295001**) that must be used.

8. Access the Idemia web page by selecting the third option **"Click here to schedule your fingerprinting appointment with Idemia."**

9. About two weeks after you get fingerprinted, you will be able to view and print your "**Applicant Approval Employment History**" by accessing the Office of Student Protection's website shown above. Select **"Applicant Approval Employment History"** on the right-hand side and enter your information to check the status.

Archive Application Request Instructions

1. Access the Office of Student Protection's direct web address to begin the process. The web address is: https://www.nj.gov/education/crimhist.

2. Click on **"File Authorization and Make Electronic Payment."**

3. Select the second option: **"Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)."**

4. Please enter your Social Security number to ascertain if you are eligible for the process. Click **"Continue."**

5. Select the appropriate Applicant Authorization and Certification form that is suitable to your job position and employer.

6. Complete the requested applicant information to include the county, district, school or contractor code names furnished to you by your employer and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form by checking the box. Click **"Next"**

7. Submit your credit card payment. Total payment is $29.75 ($28.75 plus a $1.00 convenience fee charged by the private vendor). Click **"Continue"** and then click **"Make Payment"** at the bottom of the next page.

8. The Payment Confirmation page will state **"Your ePayment transaction has been processed successfully."** You should print a copy of this receipt.

9. In about two weeks, you will be able to view and print your **"Applicant Approval Employment History"** by accessing it on the Office of Student Protection website. Please give a copy to your employer.

Transfer Request Instructions

1. Access the Office of Student Protection's direct web address to begin the process. The web address is: https://www.nj.gov/education/crimhist.

2. Click on **"File Authorization and Make Electronic Payment."**

3. Select the third option: **"Transfer Request (Only Substitutes & Bus Drivers are eligible)."**

4. Please enter the Social Security number to ascertain if the applicant is eligible for the process. Click **"Continue."**

5. The screen will display two options:
   1. For All Bus Drivers Only

2. For All Other Job Categories

6. Select the option for the position for which you are requesting the transfer. Complete the requested applicant information including the county/district/school/contractor-vendor code names furnished to you by your employer and click on the **"Next"** button.

7. Review your information and submit your credit card payment. Total payment is $6.00 ($5.00 plus a $1.00 convenience fee charged by the private vendor). Click **"Continue"** and then click **"Make Payment"** at the bottom of the next page.

8. The Payment Confirmation page will state **"Your ePayment transaction has been processed successfully."** You may print a copy of this receipt.

9. In a few days, you will be able to view and print your **"Applicant Approval Employment History"** by accessing it on the Office of Student Protection website. Please give a copy to your employer.

Reprint Your Confirmation of IdentoGO Fingerprinting Form

1. Access the Office of Student Protection's direct web address to begin the process. The web address is: https://www.nj.gov/education/crimhist.

2. Click on **"File Authorization and Make Electronic Payment."**

3. Select the fourth option: **"Reprint Your Confirmation or IdentoGO Fingerprinting Form."**

4. Please enter your Social Security number and your Date of Birth. Click **"Continue."**

5. The system will present all past Applicant Authorization & Certification ePayments made to the Department of Education. The applicant will then click on the Transaction ID on the past ePayment for which they require Applicant Authorization & Certification Confirmation reprints and/or IdentoGO Fingerprinting Form reprints and submit these request(s).

Note: No payment is required for the Applicant Authorization & Certification ePayment and/or IdentoGO fingerprinting form reprint process.