

# Criminal Background Check and Fingerprinting

Office of Clinical Experiences &  
Applied Research



# Steps of Process

## Fingerprinting Appointment

Attend your fingerprinting appointment; bring your IDENTOGO NJ Universal Fingerprint form with you

## Transfer to district

Each time you start at a new district you must transfer your background information to them. This includes your first placement; your form should show that it was sent to SHU and your placement

## Prepare for placement

Practice proactive engagement with your Cooperating Teacher, Clinical Supervisor and OCEAR to ensure all requirements for placement have been met

## TODAY

File for criminal background check and schedule fingerprinting appointment. Payment will be required at this time\*\* Alert OCEAR of date of fingerprinting appointment

## Obtain approval

Continuously check the office of student protection website for access to approval (this can take up to 2 weeks); **note: you will not receive a confirmation, it is your responsibility to check**

## Send approval to OCEAR

As soon as approval has been obtained, send a copy to [cehsfieldoffice@shu.edu](mailto:cehsfieldoffice@shu.edu) !  
**\*\*you will receive emails regularly from the office until you complete this task\*\* very important!**



# Sections

Use the links to get to the step you need to complete

- [Filing for Criminal Background Check](#)
- [Transferring your background check to your district](#)
- [Viewing your completed Background Check/Sending your background check to OCEAR](#)



# To complete the process you will

- Driver's License
- Social Security  
Number
- Debit/Credit Card



Filing for Criminal  
History  
Review/ Background  
Check



# 1. Go to the Office of Student Protection and click ‘File authorization and . . .’

## Office of Student Protection



Office of Student Protection

Instructions

Forms

Chief School Administrator Letters

Pre-Employment Resources P.L. 2018, c. 5

Questions and Answers

Home / Office of Student Protection

The Office of Student Protection Unit (OSP) conducts criminal background checks of applicants for positions in New Jersey's public schools, private schools for students with disabilities, charter schools, and nonpublic schools, as well as for authorized vendors and authorized school bus contractors, by working through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI).

### Read this before you apply...

To complete this application, a **Microsoft internet browser like Internet Explorer or Edge is recommended**. All other operating systems and internet browsers are **unreliable with this program**. Do not use Smart phones, tablets, iPads or other mobile devices.

### Applicants - Online Systems

- ▶ Applicant Approval Employment History
- ▶ Weekly Listing of Approved Applicants
- ▶ **File Authorization and Make Electronic Payment**

Back to top



Access: <https://nj.gov/education/crimhist/>

# 2. Select “New Administration Fee Request



## On-Line Applicant Authorization and Certification (AA&C)



▶ **New Administration Fee Request (New Applicants Only)**

File Authorization, make electronic payment and print IdentoGO NJ Universal Fingerprint form.

▶ **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**

You must have been previously printed through the Department of Education subsequent to February 21, 2003 and the state print image retained by the State Bureau of Identification to be eligible for the Archive process. If you were fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, you are not eligible for the archive process.

▶ **Transfer Request (Only Substitutes & Bus Drivers are eligible)**

May only be completed by applicants, Educational Facilities, Contractors or Vendors.

▶ **Reprint Your Confirmation or IdentoGO Fingerprinting Form**

[Web Site](#)



# 3. Enter your SSN



## NEW APPLICATION REQUEST - Social Security Check For Eligibility

Please Enter Your Social Security Number for Eligibility:

SSN:  -  -

Cancel

Continue

Double check  
that this is input  
correctly!!



# 4. Select “All positions, except ...”



New Jersey  
Department of Education

OFFICE OF STUDENT PROTECTION ePayment



[AA&C Home](#)

## APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)

### NEW ADMINISTRATION FEE PAYMENT REQUEST

A user of the CHRU ePayments process will be asked to fill out an on-line Applicant Authorization and Certification (AA&C) form.

## NEW APPLICATION REQUEST



Please select an AA&C form:

1. [All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools](#)
2. [All School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities, Charter Schools and Authorized School Bus Contractors](#)
3. [All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools](#)
4. [All School Bus Drivers and Bus Aides, for Non Public Schools and Other Agencies](#)

NOTE: A School Bus Driver is defined as an individual holding or applying for a Motor Vehicle "S" Endorsement.



# 5a. Fill out the required information



APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)  
**NEW ADMINISTRATION FEE PAYMENT REQUEST**  
All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools

STEP 1: Input Information and Legal Certification ..... STEP 2: Payment ..... STEP 3: Submit

**Applicant Information:**

Last Name\*:  ---Suffix--- First Name\*:  Middle Init.:

Social Security No.\*:  (Number only without "-")

Date of Birth\*: ---month--- ---day--- ---year---

Sex\*: ----- select -----

Race\*: ----- select -----

Height\*:  (such as: 6' 1")

Weight\*:  (lbs, number only)

Maiden or alias Last Name :

Place of Birth\* :  (US State if US Citizen, Country for all others)

Country of Citizenship\*:  (USA, or others)

Hair Color\*: --- select ---

Eye Color\*: --- select ---

Street Address\*:

City\*:

State\*: ---select--- Zip\*:

Again, double check that you have input your SSN correctly.

Reminder: Be sure to use your full legal name (as shown on your government documents). Do not use a nickname/ abbreviated version of your name.



# 5b. Be Sure to use the correct codes

## Seton Hall

**PLEASE MAKE SURE YOU USE THESE CODES:**

**Select Sponsor and Select:**

**Seton Hall University  
(137295001)**

Street Address\*:

City\*:

State\*:  Zip\*:

Job Category\*:  Position Name (Position Code)

School Info. \*:

Public School Selection

Other School Selection

Contractor/Vendor

Sponsors

Email \*:

Telephone Number\*:  -  -  (Numbers only)

**Legal Certification:**

To continue with the ePayment process read and accept the terms of the AA&C by checking the box:

\* I do hereby authorize the New Jersey State Department of Education, its agents and representatives, to submit fingerprint data pertaining to me to the Federal Bureau of Investigation and the New Jersey State Police Bureau of Identification for the purpose of obtaining criminal history record information as required by N.J.S.A. 18A:6-7.2 or N.J.S.A. 18A:12-1.2 or N.J.S.A. 18A:39-19.1.

For your email, use a personal email address that you will have access to after leaving Seton Hall.



# 6. Complete Payment

**NEW ADMINISTRATION FEE PAYMENT REQUEST**  
All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools

STEP 1: Input Information and Legal Certification ..... **STEP 2: Payment** ..... STEP 3: Submit

Ready to Payment Process:

This fee includes a \$10.00 Criminal History Review Processing fee plus a service provider fee. Please press "Next" to continue.

Please have your Credit Card ready. We accept these major credit cards:



Please click the "Next" button to redirect to New Jersey Online Payment Service:

Back

Cancel

Next



# 6. Complete Payment (cont.)

 STATE OF NEW JERSEY  
PAYMENT PROCESSING SERVICES

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

### Transaction Summary

Description	Amount
Criminal Background Checks	\$10.00
Pay now with New Jersey Government Services	\$11.00

### Customer Billing Information

Name \*

Company Name

Billing Address \*

Billing Address 2

Billing City \*

Country \*  
United States

State \*  
...



# 6. Complete Payment (cont.)

Credit Card Information

Credit Card Type \*  
Select a Card ▾

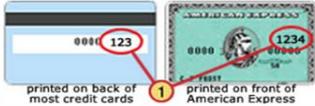
Credit Card Number \*

Expiration Date \*  
Select a Month ▾ Select a Year ▾

Name on Credit Card \*  
exactly as it appears on the card

Verification Code \* <sup>1</sup>

Press  to exit full screen

  
printed on back of most credit cards <sup>1</sup> printed on front of American Express

Complete all required fields [\*]  
Complete all required fields [\*]

© NIC 2022 | [terms of use](#) | [privacy policy](#) | [faq](#) | [contact us](#)



# 7. Complete each of the following steps



Your ePayment transaction has been processed successfully.

To continue please download a free copy of Adobe Reader if you do not have it already installed on your PC.



**Please click on the following STEPS to continue the process:**

Each of these steps must be completed. Click on each link.

- ▶ [View and/or print your New Administration Fee Payment Request confirmation page](#)
- ▶ [View and/or print your IdentoGO NJ Universal Fingerprint Form](#)  
You must take this form with you at time of LiveScan fingerprinting.
- ▶ [Click here to schedule your fingerprinting appointment.](#)



1.

**View and/or print your New  
Administration Fee Payment  
Request confirmation page**

-print/screenshot a copy of  
the receipt

\*\*\*this is **for your records  
only** , please do not send this  
to OCEAR



# 7. Complete each of the following steps



Your ePayment transaction has been processed successfully.

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**Please click on the following STEPS to continue the process:**

Each of these steps must be completed. Click on each link.

- ▶ [View and/or print your New Administration Fee Payment Request confirmation page](#)
- ▶ [View and/or print your IdentoGO NJ Universal Fingerprint Form](#)  
You must take this form with you at time of LiveScan fingerprinting.
- ▶ [Click here to schedule your fingerprinting appointment.](#)



2.

**This step is in the process of being removed from the website**

- You do not need to print/screenshot the Identogo NJ Universal Fingerprint Form

What you do need is the number listed below. You will be asked for this number when scheduling your fingerprinting appointment in the next step

**Box 7: Contributor's Case  
Number (137295001)**



# 7. Complete each of the following steps



Your ePayment transaction has been processed successfully.

To continue please download a free copy of Adobe Reader if you do not have it already installed on your PC.



**Please click on the following STEPS to continue the process:**

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You must take this form with you at time of LiveScan fingerprinting.
- ▶ [Click here to schedule your fingerprinting appointment.](#)



3.

Click here to schedule your fingerprinting appointment with Idemia

-schedule your fingerprinting appointment and alert OCEAR at [cehsfieldoffice@shu.edu](mailto:cehsfieldoffice@shu.edu)

The screenshot shows the IdentoGO website interface. At the top left is the IdentoGO logo. At the top right is a language dropdown menu set to "English". Below the header is a blue navigation bar with the text "2F1FB1 - New Jersey PUBLIC SCHOOL EMPLOYMENT-EDK-State&Fed". Underneath is a "Back to Home" link. The main content area lists four options: "Schedule or Manage Appointment" (with a sub-description), "What do I need to bring to enrollment?" (with a sub-description), "Locate an Enrollment Center" (with a sub-description), and "Submit A Fingerprint Card by Mail" (with a sub-description).



# What to bring to your fingerprinting appointment:

- Driver's License
- NJ Universal Fingerprint Form
- Credit card for payment of \$68 (due at time of appt)
- Mask (until mandates are lifted)



# Looking Forward: approval about 2 you have been fingerprinted

## Return to the Office of Student Protection website

<https://www.nj.gov/education/crim/hist/>

-you will **NOT** receive a confirmation email once your fingerprints have been approved; **it is your responsibility to check regularly for approval**

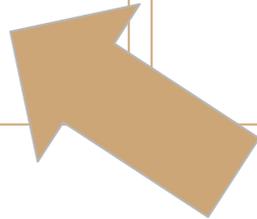
## Select Applicant Approval Employment History on right hand side of page

-enter your social security number and birth date to view status of application

## SCREENSHOT AND PRINT your Applicant Approval Employment History Form

-send a copy to [cehsfieldoffice@shu.edu](mailto:cehsfieldoffice@shu.edu)  
**immediately**

-this is one of the **most important steps** of the entire process; this is the page our office requires of all students



# Go to [Office of Student Protection](#) and click “Applicant Approval Employment History”

## Office of Student Protection



Office of Student  
Protection

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[Forms](#)

[Chief School  
Administrator Letters](#)

[Pre-Employment Resources P.L.  
2018, c. 5](#)

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The Office of Student Protection Unit (OSP) conducts criminal background checks of applicants for positions in New Jersey's public schools, private schools for students with disabilities, charter schools, and nonpublic schools, as well as for authorized vendors and authorized school bus contractors, by working through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI).

### Read this before you apply...

To complete this application, a **Microsoft internet browser like Internet Explorer or Edge is recommended**. All other operating systems and internet browsers are **unreliable with this program**. Do not use Smart phones, tablets, iPads or other mobile devices.

### Applicants - Online Systems

- [Applicant Approval  
Employment History](#)
- [Weekly Listing of Approved  
Applicants](#)
- [File Authorization and Make  
Electronic Payment](#)

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to top



# Example Background Sent to SHU

Name: [REDACTED]  
SSN: [REDACTED]  
Date of Birth: [REDACTED]

Document Id: e48d2beb0edd458df5ff1213b5319abd  
Number of Approvals: 1

List of all Approval(s) Issued by the NJ Dept. of Education Office of Student Protection, as of 05/23/2022

Approval Date	County Code	District Code	School Code	Contractor Code	Job Position	PCN	Transfer Date
05/13/2022	13	7295	001	0000	SUBSTITUTE TEACHER	496600707492	

Seton Hall  
District  
Code



New Jersey Department of Education  
Office of Student Protection  
100 Riverview Plaza, P.O. Box 500  
Trenton, NJ 08625-0500





# How to Transfer to Your District



# 1. Here and click ‘File Authorization and Make.’’

Office of Student  
Protection 

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#### Read this before you apply...

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There are three different types of applications to select from to complete the Criminal History record check. Please read the descriptions below to determine which of the applications is correct for you.

If:

#### Applicants - Online Systems

- [Applicant Approval  
Employment History](#)
- [Weekly Listing of Approved  
Applicants](#)
- [File Authorization and Make  
Electronic Payment](#)

#### Contact Us

NJ State Department of Education  
Office of Student Protection



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# 2. Click on Transfer Request

## On-Line Applicant Authorization and Certification (AA&C)



▶ **New Administration Fee Request (New Applicants Only)**

File Authorization, make electronic payment and print IdentoGO NJ Universal Fingerprint form.

▶ **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**

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▶ **Transfer Request (Only Substitutes & Bus Drivers are eligible)**

May only be completed by applicants, Educational Facilities, Contractors or Vendors.

▶ **Reprint Your Confirmation or IdentoGO Fingerprinting Form**

[Web Site](#)



# 3. Enter your SSN



New Jersey  
Department of Education

OFFICE OF STUDENT PROTECTION ePayment



## TRANSFER REQUEST - Social Security Check For Eligibility

Please Enter Your Social Security Number for Eligibility:

SSN:  -  -

Cancel

Continue



# 4. Completing the Transfer

- You will see 2 options (Bus drivers OR **All other Positions** )
- Complete the requested applicant information including:
  - County
  - District
  - School
  - Contract/Vendor
- Review information and complete payment (\$6 to Transfer)
- When payment has gone through you will see: “Your ePayment transaction has been processed successfully.” You may print a copy of this receipt
- Follow the steps in the next slides to access your completed form and to check if transfer is complete

For District Codes check  
[“Fingerprinting and  
Background Check”](#) Page  
on the blog. Or [HERE](#)





Sending your  
background  
approval to  
OCEAR



# 1. Go to Office of Student Protection and click “Applicant Approval Employment History”

## Office of Student Protection



Office of Student Protection

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### Applicants - Online Systems

- [Applicant Approval Employment History](#)
- [Weekly Listing of Approved Applicants](#)
- [File Authorization and Make Electronic Payment](#)

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# 2. This is what you will see when trying your background approval. Fill in your information.

[Office of Student Protection](#)

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## Office of Student Protection Status

New Jersey Department of Education

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### Applicant Approval Employment History

Applicant Approval Employment History is not available online for at least fourteen (14) days after fingerprinting. The Applicant Approval Employment History is updated every Friday morning with that week's new approvals.

Please call the Office of Student Protection only after waiting fourteen (14) days before checking on your approval.

Please enter your Social Security Number and Date of Birth.

SSN:	<input type="text" value="###"/>	-	<input type="text" value="##"/>	-	<input type="text" value="####"/>
Date of Birth:	<input type="text" value="MM"/>	/	<input type="text" value="DD"/>	/	<input type="text" value="YYYY"/>

This is a secure website. All SSNs are transmitted using an encrypted (SSL) connection.



# Example Applicant Approval Employment

Please  [print](#) this document using landscape orientation.

 [Office of Student Protection](#)

For a Student placed in the Florham Park District

## Applicant Approval Employment History

Name:   
SSN:   
Date of Birth: 

Transferred to current placement district

Document Id: c70c78f7c22bcf002ce837115dfbc7fc  
Number of Approvals: 2

List of all Approval(s) Issued by the NJ Dept. of Education Office of Student Protection, as of 01/17/2022

Approval Date	County Code	District Code	School Code	Contractor Code	Job Position	PCN	Transfer Date
08/17/2021	27	1530	000	0000	SUBSTITUTE TEACHER	496600466334	01/14/2022
08/17/2021	13	7295	001	0000	SUBSTITUTE TEACHER	496600466334	

Initial Background sent to Seton Hall



New Jersey Department of Education  
Office of Student Protection  
100 Riverview Plaza, P.O. Box 500

CHECK THAT YOUR DISTRICT CODES ARE UPDATED BEFORE SENDING TO OCEAR!!

For District Codes Check [“Fingerprinting and Background Check”](#) Page on the blog. Or [HERE](#)



You must  
transfer  
your  
background  
check for  
each  
placement!!

## Applicant Approval Employment History

Name: [REDACTED]  
SSN: [REDACTED]  
Date of Birth: [REDACTED]

Document Id: 35f1815f1c6ae1ad0205e783b0d116d9  
Number of Approvals: 5

List of all Approval(s) Issued by the NJ Dept. of Education Office of Student Protection, as of 05/08/2022

Approval Date	County Code	District Code	School Code	Contractor Code	Job Position	PCN	Transfer Date
09/10/2021	39	0980	000	0000	SUBSTITUTE TEACHER	495198638619	05/02/2022
09/10/2021	39	0980	000	0000	SUBSTITUTE TEACHER	495198638619	
01/15/2021	39	0980	000	0000	SUBSTITUTE TEACHER	495198573518	05/10/2021
01/15/2021	31	2100	000	0000	SUBSTITUTE TEACHER	495198573518	
12/08/2020	31	4010	000	0000	SUBSTITUTE TEACHER	496600244303	

Each new placement will need to have a transfer. For each transfer you will have a new line on your form



New Jersey Department of Education  
Office of Student Protection  
100 Riverview Plaza, P.O. Box 500  
Trenton, NJ 08625-0500



# Quick Recap

**Today :** filed for criminal background check and scheduled fingerprinting appointment using your full legal name and a personal email address \*\*\*alert OCEAR of the date of fingerprinting appointment at [cehsfieldoffice@shu.edu](mailto:cehsfieldoffice@shu.edu)

**Next: Attend fingerprinting appointment**

**About two weeks after appointment:**

Continuously check for approval on Office of Student Protection website  
<https://www.nj.gov/education/crimhist/>

\*\*\*you will NOT receive confirmation\*\*\*

Once approved and sent to SHU, transfer to your district of placement for the semester

Send copy of your Applicant Approval Employment History form to [cehsfieldoffice@shu.edu](mailto:cehsfieldoffice@shu.edu)



# Questions?

PLEASE DO NOT FORGET TO SEND A COPY OF YOUR APPLICANT APPROVAL  
EMPLOYMENT HISTORY FORM TO [OEHSFIELDOFFICE@SHU.EDU](mailto:OEHSFIELDOFFICE@SHU.EDU)  
REACH OUT TO OUR OFFICE IF YOU HAVE ANY QUESTIONS  
**Remember, this is an ongoing process. You will have to transfer to your  
district each semester**

