



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

DAVID C. HESPE  
Commissioner

January 28, 2015

TO: Chief School Administrators/School Bus Contractors

FROM: Robert J. Cicchino, Director  
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit (CHRU) – Federal Bureau of Investigation (FBI)  
Fee Reduction.

**IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES.**

The Criminal History Review Unit has been notified via New Jersey State Police that the Federal Bureau of Investigation will reduce the fee for electronically submitted fingerprint search requests effective **February 1, 2015**. The new fee structure applies to the following categories:

**NEW APPLICANTS FOR EMPLOYMENT**

New applicants requiring the state and federal criminal history record check will be charged a reduced fee of \$65.45 payable to MorphoTrust at time of scheduling. The Applicant Authorization/Certification and the \$10.00 administrative fee payable to the Department of Education must be submitted electronically prior to scheduling an appointment to be LiveScan fingerprinted by MorphoTrust. There is also a \$1.00 fee charged by NICUSA, the private vendor responsible for the electronic transmission of payments. Our website address is: <http://www.state.nj.us/education/educators/crimhist/>.

**ARCHIVE SUBMISSION PROCESS**

Applicant LiveScan Fingerprinting for paid employees who are eligible for the “Archive Submission Process” will pay a reduced fee of \$30.25, (**Includes the \$10.00 administrative fee**). There is also a \$1.00 fee charged by NICUSA, the private vendor responsible for the electronic transmission of payments.

### **UNPAID VOLUNTEERS**

Unpaid volunteers will be processed by state and federal authorities at a cost of \$24.20 payable to MorphoTrust at time of scheduling. The Authorization/Certification and administrative fee of \$10.00 must also be submitted to the department by accessing our website at: <http://www.state.nj.us/education/educators/crimhist/>. There is also a \$1.00 fee charged by NICUSA, the private vendor responsible for the electronic transmission of payments. The unpaid volunteer, by statute, must be reimbursed for the cost of the processing including any administrative fees.

### **MORPHOTRUST INFORMATION**

**Applicant Paid** – Applicants will be charged based on the date they schedule their fingerprinting appointment. Any appointment made via the Call Center or website prior to the evening of January 31, 2015 will be processed at the “old” FBI rate. Any appointment made via the Call Center or website after the evening of January 31, 2015 will be processed at the “new” FBI rate.

RJC/CHC/cc/chief.school.admin.ltr.FBI fee reduction.

c: Members, State Board of Education

Commissioner David C. Hespe

Chief of Staff William Haldeman

Assistant Commissioners

Executive County Superintendents

Carl H. Carabelli