

**ESSEX COUNTY VOCATIONAL TECHNICAL SCHOOLS**  
**PROCEDURES FOR E-FILING FOR CRIMINAL HISTORY RECORD CHECK**

New employee and volunteer/student teacher are required to have a criminal history review that is administered through the Department of Education – Criminal History Review Unit.

MorphTrust will send outcome to the State Department of Education – Criminal History Review Unit. Within a week or so after completing entire process, applicant/employee will receive a letter from the Department of Education – Criminal History Review Unit at their address indicating status for employment. Applicant/Employee is required to provide a copy of the letter to their employer. Educational facility is legally required to maintain a copy in personnel file before employment begins. Applicant/Employee will retain original letter as it contains information that may be pertinent in the future.

Effective April 22, 2014, the Criminal History Review Unit has integrated the new IdentGo MorphoTrust Fingerprinting form into their online filing. The new form will only be available to the applicant/employee to complete online. This form cannot be downloaded or distributed by educational facilities or authorized vendors.

The employer must provide the applicant/employee with the county, district, and if required, school names and codes or the county and contractor names and codes along with the following information:

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

- All applicants must submit their Applicant Authorization and Certification by going to the Criminal History website at <http://www.nj.gov/education/educators/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.

Applicant/Employee for the Essex County Vocational Schools will select “Public School Location”.

County: Essex (13)  
District: Essex County Vocational Schools (1390)  
School: *Selection not required*

- 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 the blocks on the IdentGo form that have not been pre-populated and print their IdentGO NJ Universal Fingerprint form.
  3. Following completion of the online filing, there will be a link to MorphoTrust to schedule their appointment to be LiveScan fingerprinted.

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**Archive Application Process (For Current Employees Seeking New Employment with an Educational Facility or School Bus Drivers Renewing Their Driver's License)**

- All applicants must submit their Applicant Authorization and Certification by going to the Criminal History website at <http://www.nj.gov/education/educators/crimhist> and clicking on the line "File Authorization and Make Electronic Payment for Criminal History Record Check." \*NOTE: You must have been previously printed through the Department of Education subsequent to February 21, 2003 and the state fingerprint image retained by the State Bureau of Identification to access the Archive Process.
- Applicant/Employee shall select the second choice "Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)".
- Applicant/Employee must complete the Applicant Authorization & Certification (AA&C) form and then select one of the four options depending on their job position and employer.

Applicant/Employee for the Essex County Vocational Schools will select "Public School Location".

County: Essex (13)

District: Essex County Vocational Schools (1390)

School: *Selection not required*

- Applicant/Employee must make the required administrative fee payment with a credit or debit card. The individual **MUST** click the "make payment" button only **one time** to complete the transaction. After completing the transaction, the individual must print a copy of the receipt by clicking the print button in the upper right corner of the page and present a copy to the employing entity.

\*Employees eligible for the Archive Submission Process are not required to schedule an appointment with MorphoTrust and submit to LiveScan Fingerprinting.

**Duplicate Letter Request(For Current Approved Employees Seeking a Duplicate Approval Letter)**

- Access the Criminal History Review Unit's direct Web address to begin the process. The Web address is: <http://www.nj.gov/education/educators/crimhist> and click on the line "File Authorization and Make Electronic Payment for Criminal History Record Check."
- Applicant/Employee shall select the third choice "Duplicate Approval Letter Request".
- Applicant/Employee will complete the requested information and proceed to the ePayment process.
- Applicant/Employee must make the required administrative fee payment with a credit or debit card. The individual **MUST** click the "make payment" button only **one time** to complete the transaction. After completing the transaction, the individual must print a copy of the receipt by clicking the print button in the upper right corner of the page.

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**Transfer Request (For Currently Approved School Bus Drivers & Substitute School Employees Transferring Employment to a New Employer.)**

- Access the Criminal History Review Unit's direct Web address to begin the process. The Web address is: <http://www.nj.gov/education/educators/crimhist> and click on the line "File Authorization and Make Electronic Payment for Criminal History Record Check."
- Applicant/Employee shall select the fourth choice "Transfer Request (Only Substitutes & School Bus Drivers are eligible)".
- Applicant/Employee will enter social security number for eligibility. If the Criminal History Record Check System determines the employee is eligible to undergo the Transfer Request Process go to **next step**. If the Criminal History Record Check System determines the applicant/employee to be ineligible to undergo the Transfer Request Process the reason for ineligibility will be explained and the employee will be prompted to contact the Criminal History Review Unit, via telephone, to obtain information as to corrective action to be taken in order to become eligible for the Transfer Request Process, if necessary.
- The screen will display 2 (two) options. Select the option for the position for which you are requesting the transfer.
- Applicant/Employee will complete the requested information and proceed to the ePayment process. **Note: no payment is required for the transfer request process.** Upon successful submission of the applicant information, a verification & confirmation form will be generated for the applicant to print and maintain for their records. Employees eligible to transfer do not receive a new Criminal History approval letter with the new educational facility's name affixed.

**Reprint Your Confirmation or Identogo Fingerprinting Form (For employees requiring a reprinting of their Applicant Authorization & Certification (AA&C) ePayment receipt(s) and/or a reprinting of their Identogo Fingerprinting Form)**

- Access the Criminal History Review Unit's direct Web address to begin the process. The Web address is: <http://www.nj.gov/education/educators/crimhist> and click on the line "File Authorization and Make Electronic Payment for Criminal History Record Check."
- Applicant/Employee shall select the fifth choice "Reprint Your Confirmation or Identogo Fingerprinting Form".
- The "Reprint Your Confirmation or Identogo Fingerprinting Form" screen will appear requiring the applicant to provide their social security number and date of birth. Upon submission of this information click "Continue."
- The system will present to the applicant all past Applicant Authorization & Certification (AA&C) ePayments made to the Department of Education. The applicant will then click on the past ePayments for which they require Applicant Authorization & Certification (AA&C) Confirmation reprints and/or Identogo Fingerprinting Form reprints and submit these request(s). **Note: No payment is required for the applicant authorization & certification (AA&C) ePayment and/or Identogo fingerprinting form reprint process.**