



Lacey Township School District
CRIMINAL HISTORY REVIEW/FINGERPRINTING INSTRUCTIONS

This process must be completed before you begin working. The criminal history review is a requirement in the State of New Jersey. Your employment is contingent upon completing your criminal history review/fingerprinting, receiving a clear criminal history background check and returning all required paperwork.

Note: You **must have access to a printer** to print your Identogo universal fingerprint form and/or receipt. **If you have any issues with this process, you may contact the Office of Student Protection at 609-376-3999.**

INITIAL (FIRST TIME FINGERPRINTING) / NON-ARCHIVE:

ONLY USE THESE INSTRUCTIONS IF: you were never fingerprinted by the State of NJ/DOE or were fingerprinted prior to 2003

Go to: <http://www.nj.gov/education/crimhist/> and follow the steps below:

- Click on “new applicant”, then click on “New Applicant Process”
- Click on “New Administration Fee Request (New Applicants Only)” to begin the process

On the *Applicant Authorization and Certification* page:

- Choose number 1 (for all positions except Bus Driver or Bus Aides)
- Choose number 2 (for Bus Driver or Bus Aide)

Enter your personal information (name, address, etc.). In *Job Category*, select your title (e.g. Substitute Teacher, Classroom Teacher, etc.)

In *School Info* category, click the option for “Public School Selection”, then

- **Select County – Ocean (29)**
- **Select Contractor – Lacey Township (2480)**

Pay the administration fee: Methods of payment are VISA, Master Card, AmEx or Discover. You will now be presented with 3 additional steps, select each step as per below.

- Step 1: View/Print your administration fee payment confirmation page – click on this option and print your confirmation page.
- Step 2: Complete and print your Identogo universal fingerprint form – click on this option and fill in the required fields, then click “submit”. **Make sure to print this form and bring it to your fingerprinting appointment** (you will be given the option to print after you click submit).

Please note the following IDEMIA SERVICE CODES:

Public School Employment – 2F1FB1	School Bus Driver Employment – 2F1GSH
School Board Member – 2FIGN4	Volunteer – 2F151N

- Step 3: Schedule your fingerprinting appointment – click on this option and follow the instructions to make your appointment. Use the information on your Identogo universal fingerprint form to complete the online application. Make sure to write your applicant ID number on your Identogo universal fingerprint form when you receive it. You must bring this form to your fingerprinting appointment.

Review and submit your request and then print your receipt. **Bring your receipt from Identogo fingerprinting with you when you come to the Lacey Township Board Office to complete your new hire paperwork.**

(OVER)

ARCHIVE Process:

ONLY USE THESE INSTRUCTIONS IF: you have already been fingerprinted by the State of NJ/DOE on or after February 21, 2003

Go to: <http://www.nj.gov/education/crimhist/> and follow the steps below:

- Click on “archive applicant”, then “Criminal History Review Archive Process”
- Click on “Archive Application Request” to begin the process

On the *Applicant Authorization and Certification* page:

- Choose number 1 (for all positions except Bus Driver or Bus Aides)
- Choose number 2 (for Bus Driver or Bus Aide)

You will need your PCN number to continue with the process. To obtain your PCN number, go to <https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history> and enter your social security number and birth date to view your most recent PCN number.

In *School Info* category, click the option for “Public School Selection”, then

- **Select County – Ocean (29)**
- **Select Contractor – Lacey Township (2480)**

Methods of payment are VISA, Master Card, American Express or Discover. Review before you submit your request then print your receipt. **Bring your receipt with you when you come to the Lacey Township Board Office to complete your new hire paperwork.**

TRANSFER Process:

ONLY USE THESE INSTRUCTIONS IF: you have already been fingerprinted by the State of NJ/DOE on or after March 2003 as a Substitute or Bus Driver and have been continuously employed by a school since you were fingerprinted

Go to: <http://www.nj.gov/education/crimhist/> and follow the steps below:

- Click on “transfer applicant”, then “Criminal History Review Transfer Process”
- Click on “Transfer Request” to begin the process

Select the option applicable to the position for which you are requesting the transfer.

You may need your PCN number to continue with the process. To obtain your PCN number, go to <https://homeroom5.doe.state.nj.us/chrs16/?app-emp-history> and enter your social security number and birth date to view your most recent PCN number.

In *School Info* category, click the option for “Public School Selection”, then

- **Select County – Ocean (29)**
- **Select Contractor – Lacey Township (2480)**

Methods of payment are VISA, Master Card, American Express or Discover. Review before you submit your request then print your receipt.