

# Prospective Student Teacher Guidelines to apply for a Criminal Background Check (CBC)

You will need a **credit card** and your **social security number** before you begin.

**IMPORTANT:** It is the student's responsibility to ensure they take care of their CBC/substitute teacher certificate in a timely manner in order to secure their placement. Even if you have been placed, a school/district can deny entrance without your CBC paperwork.

## CRIMINAL HISTORY INSTRUCTIONS FOR **NEW APPLICANTS**

- 1.) Access the Office of Student Protection's direct web address: <http://www.nj.gov/education/educators/crimhist>  
Click on "**new applicant**" and

The screenshot shows the official website of the Office of Student Protection, New Jersey. The header includes the state seal and navigation links for Governor Phil Murphy and Lt. Governor Sheila Oliver. The main navigation bar lists 'Office of Student Protection', 'Instructions', 'Forms', 'Chief School Administrator Letters', 'Pre-Employment Resources P.L. 2018, c. 5', and 'Questions and Answers'. A breadcrumb trail reads 'Home / Office of Student Protection'. The main content area features a box titled 'Read this before you apply...' with instructions on browser requirements. Below this, there are three 'if' conditions for selecting an application type. A red arrow points to the text 'Then you are a **new applicant**.' To the right, there are sections for 'Applicants - Online Systems' (with links for 'Applicant Approval Employment History', 'Weekly Listing of Approved Applicants', and 'File Authorization and Make Electronic Payment') and 'Contact Us' (with address, phone, fax, and email information for the Office of Student Protection Manager).

- 2.) then click on "**New Applicant process**"

The screenshot shows the 'New Applicant Request' page. The header and navigation are identical to the previous screenshot. The breadcrumb trail now includes 'New Applicant Request'. The main heading is 'New Applicant Request'. Below it, there are three numbered steps: 1. 'Access the Office of Student Protection Review's [New Applicant process](#).' A red arrow points to this link. 2. 'Select the first option: "**New Administration Fee Request (New Applicants Only)**".' 3. 'Enter your Social Security number to ascertain whether you are eligible for the process. Click "**Continue**."'.

3.) Select the first option listed: "New Administration Fee Request (New Applicants Only).

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



**New Administration Fee Request (New Applicants Only)**  
File Authorization, make electronic payment and print IdahoGO 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 Dept. of Education to access the Archive process.

**Duplicate Approval Letter Request**  
You cannot request a Duplicate Approval Letter within 14 days of your last fingerprinting.

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

**Reprint Your Confirmation or IdahoGO Fingerprinting Form**

[Web Site](#)

4.) Next, Enter your social security number and click continue

New Jersey Department of Education

**CRIMINAL HISTORY REVIEW (CHR) - ePayment**

**NEW APPLICATION REQUEST - Social Security Check For Eligibility**

Please Enter Your Social Security Number for Eligibility:

SSN:  -  -


NEW JERSEY STATE DEPARTMENT OF EDUCATION  
P.O. BOX 500  
TRENTON, NEW JERSEY 08620-0500  
609-380-0907

1. Select Option #1: "All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Children with Disabilities and Charter Schools"

**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 APPLICANT 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.**

6.). Complete the requested applicant information:

OFFICE OF STUDENT PROTECTION ePayment

**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\*:

Job Category:  **Substitute Teacher (04)** ▾      Position Name (Position Code)

School Info. \*:  Public School Selection  
 Contractor/Vendor  
 Sponsors  
RIDER UNIVERSITY(217265001) ▾

Other School Selection  
  ▾  
  ▾  
  ▾

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.

I swear/affirm that I have not been convicted nor do I have any charges pending for the following crimes or offenses: any crime of the first or second degree; any crime bearing upon or involving sexual offenses or child molestation; any crime of the fourth degree involving a victim who is a minor; an offense involving the possession, manufacture, transportation, sale, distribution, habitual use of a controlled dangerous substance or any violation involving drug paraphernalia, including hypodermic needles; any crime involving the use of force or the threat of force to or upon a person or property including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder, any crime of possessing weapons; a third degree crime as set forth in Chapter 20 of Title 2C (theft); recklessly endangering another person, terroristic threats, criminal restraint, luring or enticing child into motor vehicle, structure, or isolated area; causing or risking widespread injury or damage; criminal mischief, burglary, usury, threats and other improper influence, perjury and false swearing, resisting arrest, escape; bias intimidation; any conspiracy to commit or attempt to commit any of the crimes described in this act.

Job Category Selection  
**Substitute Teacher**

Select Sponsor  
**RIDER UNIVERSITY**  
You must use the sponsor Rider.  
You may also transfer or archive to County/District codes and/or County/Vendor codes as needed.  
If you already have a background check with the NJ DOE, you will need to add Rider either via transfer or archive.

Proceed to the  
Legal Certification:  
[In order to continue with the ePayment process, you must read and accept the terms of the AA&C by checking the box.]

(\*: Required fields)  
Please carefully review and verify the input information above, then click the "Next" button to go to the payment section:

ePayment Process:

1. Please complete the required payment information. There is a **\$10.00** administrative fee for the department to process the request and issue an approval. There will also be an additional **\$1.00** convenience fee charged by the private vendor, NicUSA for processing the credit card information. 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.

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

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 and presenting a copy to the employing entity.

Next select the second option " **View and/or print your IdentoGO NJ Universal Fingerprint Form.**" You must print the IdentoGO NJ Fingerprint Form to use when making your fingerprint appointment and to present it to Idemia at the time of the LiveScan Fingerprinting.

Access the Idemia web page by selecting the third option "**Click here to schedule your fingerprinting appointment with Idemia**" or calling 1-877-503-5981 to schedule a fingerprinting appointment. **Choose Service Code 2F1FB1** for Public School Employment when choosing your Service Code to schedule the appointment. If you have reason to believe you will not be teaching in a public school, contact our office first. If you are being fingerprinted using Rider University as your sponsor, **Rider's Contributor Case Number (CCN) is 21-7265-001.**

In about two weeks after you get fingerprinted, you will be able to view and print you "Applicant Approval Employment History" by accessing the Office of Student Protection website at <https://homerom5.doe.state.nj.us/chrs18/?app-emp-history> to view and print. Please note that it takes at least 14 days from fingerprinting for approval to be available.

If your district requests that your CBC be transferred and you've used "Substitute Teacher" as your position (as instructed), you should use the transfer link as it costs less. Archiving may be necessary. Links to TRANSFER and/or ARCHIVE may be found further down the web page: <https://nj.gov/education/crimhist/> A **TRANSFER** usually takes only about 24 hours and costs approximately \$7.00.

If you have a CBC with the NJDOE but it is in another job category (such as "aide" or coach) or your CBC was done a while ago, you can **ARCHIVE** your CBC to add a new district and change the job category to "Substitute Teacher". You will **NOT** need new fingerprints taken for this process. Some districts request an ARCHIVE (instead of a transfer) because it prompts the NJDOE to re-run the background check instead of just adding the district. The ARCHIVE process takes up to two weeks and costs about \$29.00

**Call the Office of Student Protection at 609-376-3999 for general directions or email at [officeofstudentprotection@doe.nj.gov](mailto:officeofstudentprotection@doe.nj.gov) if you have any questions.**

02/24/2023