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 Criminal History Review Unit’s direct web address:** [http://www.nj.gov/education/educators/crimhist](http://www.nj.gov/education/educators/crimhist)
   Click on “**new applicant**” and

   ![Criminal History Review](image)

   - **New Applicant Request**
     1. Access the Criminal History Review’s **New Applicant process**.
     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.”
     4. If you are eligible for the process, the screen will display four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to the next screen.
       a. All job positions, except school bus drivers and bus aides, for public schools, private schools for students with disabilities and charter schools;
       b. All school bus drivers and bus aides for public schools, private schools for students with disabilities, charter schools and authorized school bus contractors;
       c. All job positions, except school bus drivers and bus aides, for nonpublic schools; or
       d. All school bus drivers and bus aides for nonpublic schools and other agencies.
     5. Complete the requested applicant information to include the county/district/school contractor codes furnished to you by your employer and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form (AA&C) by checking the box.

   ![New Applicant Request](image)

2. **then click on “**New Applicant process**”**

   ![New Applicant Request](image)
3. Select the first option listed: “New Administration Fee Request (New Applicants Only).”

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

5. 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”
6. Complete the requested applicant information:

School information:
Job Category Selection
Substitute Teacher

Public School Selection
MERCER (21)
RIDER UNIVERSITY (7265)
RIDER UNIVERSITY (001)
Use Rider’s codes IF YOU DON’T KNOW YOUR PLACEMENT. If you do know your placement, use those codes.

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.]

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 and fill in the boxes for Height, Weight, Maiden Name (if applicable), Place of Birth, Country of Citizenship, Hair Color, and Eye Color and present it to MorphoTrust at the time of LiveScan fingerprinting.

   Access the MorphoTrust web page by selecting the third option ”Click here to schedule your fingerprinting appointment with MorphoTrust” to schedule a fingerprinting appointment and submit to LiveScan Fingerprinting or call 1-877-503-5981 to schedule a fingerprinting appointment.

   MAKE SURE THE INFORMATION ENTERED FOR FINGERPRINT APPOINTMENT IS EXACTLY AS ON THE IdentoGO NJ Fingerprint Form.

The NJ DOE no longer sends a paper copy. When the Criminal History Review is completed, the applicant will be able to go to the Criminal History Review Unit’s website at https://homeroom5.doe.state.nj.us/chrs16/?app-emp-history to view and print. Please note that it takes at least 14 days from fingerprinting for approval to be available. At that time, download as a PDF and submit to Canvas.

It is unlikely that you will need an archive of your CBC. If your district requests that your CBC be transferred and you’ve used “Substitute” as your position (as instructed), you should use the transfer link as it costs less.

Call the Criminal History Review Unit at 609-292-0508 if you have any questions.

Last revised per NJ DOE instructions: 10/2017