



## 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*

July 23, 2015

TO: School Transportation Directors/School Bus Contractors

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

SUBJECT: Documentation Required by Motor Vehicle Commission to Issue/Renew "S"  
Endorsement.

Effective July 23, 2015 the New Jersey Motor Vehicle Commission (MVC) will accept the New Jersey Department of Education Blue Seal Approval Letter as the **only** verification that a school bus driver has undergone and successfully completed a criminal history record check. The Blue Seal Approval Letter will be required in order for an individual to be issued an initial school bus driver endorsement or renew an existing school bus driver endorsement. The previous MVC practice of accepting a paid receipt from MorphoTrust, the copy of an e-payment for the Archive Process, or a copy of the Identigo Universal Fingerprint Form as proof that a person had undergone a criminal history record check **shall no longer be valid.**

In order to ensure school bus drivers are given ample time to undergo a criminal history record check prior to the expiration of the driver's license, the Criminal History Review Unit permits an individual to initiate the criminal history record check process no sooner than three months prior to the expiration of his/her driver's license. This allows the school bus driver ninety (90) days to make application for a criminal history record check, undergo the background check, and receive their Blue Seal Approval Letter. The MVC will accept Blue Seal Approval Letters dated up to 90 days prior to the driver's license expiration date.

It is recommended that School Transportation Directors and School Bus Contractors develop a "tickler file" to notify them when a school bus driver is at a point in time 90 days prior to the expiration of their driver's license. At that time the employing authority can instruct the school bus driver to initiate the criminal record check process well in advance of the renewal date. As always, the employee will have the option of utilizing the Archive Process (if they are eligible) or the Full Fingerprint Submission process.

Please do not hesitate to contact the CHRU Office with any questions at 609-292-0507