



# State of New Jersey

DEPARTMENT OF EDUCATION  
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CHRIS CHRISTIE  
*Governor*

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*Lt. Governor*

DAVID C. HESPE  
*Acting Commissioner*

April 22, 2014

TO: Chief School Administrators  
Charter School Lead Persons  
Private Schools for Students with Disabilities  
School Bus Contractors  
Nonpublic Schools  
Authorized Vendors

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

SUBJECT: Criminal History Review Unit – Identigo MorphoTrust Form and Instructions

**IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES. NEW PROCEDURES ARE NOT REQUIRED BY LICENSED CHILD CARE CENTERS.**

The Criminal History Review Unit has integrated the new Identigo MorphoTrust Fingerprinting form into our 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.

Applicants and employees requiring a criminal history record check for employment purposes must obtain the county, district and if required, school names and codes or the county and contractor names and codes from their employer. The employee/applicant will go online to the New Jersey Department of Education Web site at: <http://www.nj.gov/education/educators/crimhist> and select “File Authorization and Make Electronic Payment for Criminal History Record Check,” then select “New Administration Fee Request (Initial Applicants).” Applicants or employees will then select one of the four (4) options depending on their job position and employer. They would complete the Applicant Authorization & Certification (AA & C) form and make the required Administrative fee payment.

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Applicant/employee will print their fee payment receipt, complete the blocks on the IdentoGo form that have not been pre-populated and print the IdentoGo form. Following completion of the online filing, there will be a link to MorphoTrust to schedule their appointment to be LiveScan fingerprinted.

Please be advised that effective May 1, 2014, the NJ Division of Taxation will require a \$0.70 tax on the MorphoTrust fee; therefore block #6 will reflect \$67.20 on that date.

**Educational Facilities/Contractors should make the attached Addendum available to applicants and employees that require a criminal history record check.**

RJC/CHC/cc/chief.school.admin.ltr.completing IdentoGo MorphoTrust Form 4/22/2014

Attachment: Addendums 1 and 2

c: Members, State Board of Education

Commissioner

Senior Staff

Executive County Superintendents

Executive Directors for Regional Achievement Centers

Executive County School Business Administrators

NJ LEE Group

Garden State Coalition of Schools

## Addendum 1

### **SCHOOL/CONTRACTOR INSTRUCTIONS**

- 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:
- 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/Employer 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/Employer must complete the Applicant Authorization & Certification (AA&C) form and make the required administrative fee payment with a credit or debit card.
- 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 and print their Identogo NJ Universal Fingerprint form.
  3. Schedule their MorphoTrust fingerprinting appointment.

## ADDENDUM 2

As you may be aware, the Criminal History Review Unit (CHRU), to be in compliance with state law mandating written authorization prior to conducting a criminal history record check, is in the process of integrating the New Jersey Universal Fingerprint Form (IdentoGO) into our online criminal history record check process. This procedure will require all new applicants for employment to file for a criminal history record check by visiting the Department Web site and providing the CHRU with the written authorization to conduct the criminal history record check. The new IdentoGO form will be pre-populated with information the applicant provides in completing the Authorization and Certification information. Applicant will print the new IdentoGO form and present it to MorphoTrust at time of LiveScan fingerprinting appointment. We are projecting the completion of the project to be April 22, 2014.

New Applicants for employment that have scheduled their appointment with MorphoTrust after the April 30, 2014 deadline, will not be printed by MorphoTrust if they appear at the site using the outdated MorphoTrak Universal Form, version 4.0. Therefore, applicants who have appointments on May 1, 2014 and thereafter should visit the Department of Education Web site after the new IdentoGO form is integrated and file a new Applicant Authorization and Certification. The second filing will allow you to print the new IdentoGO form. If the applicant has already paid the \$11.00 fee to CHRU, they may request re-imbusement of the original fee by contacting NICUSA at 866-418-8798.