

# FINGERPRINTS FOR SCHOOL EDUCATOR and/or EMPLOYEE

## First Time/New Applicants

**Applicant must have the IndentoGo Form # IDG\_NJAPP\_110113 and your School's Unique Identifier Code in Box #7.**

**You may share these instructions with the applicant.**

1. The process begins when the applicant accesses the website for the NJ State Department of Education (DOE) Criminal History Review Unit—  
<https://www.nj.gov/education/crimhist/check/>
2. Click the option for new applicant
3. Read the instructions for New Applicant Request ... please note you will be required to pay an administrative fee online.
4. After reading the instructions, go back and click on New Applicant Process.
5. Next click the first option ... New Administration Fee Request (new applicants only) ... next insert your social security number.
6. On the next screen, **Applicant Authorization and Certification (AA&C)** choose Option #3 -All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools". This is the option for our Parochial Schools.
7. **Applicant Information:** Complete the requested information including county/district/school code names which are segments of the School's Unique Identifier given to you by your school. See last page of these instructions.
8. Be sure to complete the required payment, and proceed to IndentoGo NJ Universal Fingerprint Form.
9. At this point you will be directed to a page allowing you to view and print your form. Print it out. **You must use this form only!** People with handwritten forms may be sent home without getting fingerprinted.
10. After printing out the IndentoGo form, you must select the third option, **"Click here to schedule your fingerprinting appointment"**.
11. The applicant must follow the instructions for fingerprint locations in order to complete the actual fingerprinting process. The applicant must keep the scheduled appointment as fees will be charged for cancellations not made in a timely manner.

- 12.** Next complete the requested information and pay \$66.50 electronically to IndentoGo.
- 13.** Two weeks after the employee has been fingerprinted, they must go back to <https://www.nj.gov/education/crimhist> to obtain a copy of their Approval Employment History.
- 14.** Select the 1<sup>st</sup> option, "Approval Employment History". Next enter his/her Social Security number, and date of birth. Then choose Download/Print PDF Document. Click Submit.
- 15.** The employee will have access to his/her employment history records. In other words, the print out now contains all school codes where the employee worked, plus dates approved and job position. Employee prints out this record and brings you a copy for their Child Protection file.
- 16.** As the Local Child Protection Coordinator you must confirm that a current date has your County/District/School Code listed.
- 17.** Local Coordinators: Be sure to send the approval date to the Diocesan Child Protection Office. Failure to do this will result in the employee being unapproved.

### **Requesting a Transfer or Archive Application**

- 1.** The applicant will use the same website:  
<https://www.nj.gov/education/crimhist/check/>
- 2.** Select the option that you need either Archive or Transfer.
- 3.** On the next screen you will do the same ... Archive or Transfer ... Next, the applicant enters their Social Security number.
- 4.** If eligible, choose Option #3, All Positions, except School Bus drivers and Bus Aides for Non Public schools.
- 5.** Complete the application and proceed to the Legal Certification. Be sure to accept the terms of the AA&C by checking the box. If you do not have your PCN number, you can click on the appropriate box to retrieve it.
- 6.** Complete the payment information.

7. Two weeks after the transfer request, they must go back to <https://www.nj.gov/education/crimhist/check/>
8. to obtain a copy of their Approval Employment History.
9. Be sure to send the approval date to the Diocesan Child Protection Office. Failure to do this will result in the employee being unapproved

## SCHOOL IDENTIFIER CODES *rev June 2021*

City	List by SCHOOL	County Code	District Code	School Code
Boonton	Our Lady of Mt Carmel	28	0450	050
Chatham	St. Patrick	28	0785	070
Clifton	St Philip Preparatory	32	0900	130
Denville	Morris Catholic	28	1090	010
Denville	St. Mary Prep	28	1090	070
Hawthorne	St. Anthony	32	2100	070
Madison	St. Vincent Martyr	28	2870	070
Mendham	St. Joseph	28	3090	080
Morristown	Assumption	28	3385	070
Parsippany	All Saints Academy	28	3950	080
Paterson	St. Gerard	32	4010	195
Pequannock	Holy Spirit	28	4080	050
Rockaway	Divine Mercy Academy	28	4480	100
Sparta	Catholic Academy of Rev. George Brown	38	4960	070
Sparta	Pope John XXIII High School	38	4960	010
Sparta	Pope John XXIII Middle School	38	3590	100
Succasunna	St. Therese	28	4560	110
Totowa	Academy of St. James of the Marches	32	5200	030
Wayne	Immaculate Heart of Mary	32	5570	060
Wayne	De Paul High School	32	5570	010