

## **Criminal History Record Check Instructions**

1. Access the Criminal History Review Unit's web address :  
<http://www.nj.gov/education/educators/crimhist>
2. Click on "File Authorization and Make Electronic Payment for Criminal History Record Check."
3. Select Option #1 "New Administration Fee Request (new applicants only)"
4. Choose Option #3 "All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools."
5. Complete the requested applicant information using the following codes for either Employee or Volunteer.
  - A. For Employee – Choose Substitute Teacher or Educational Support Services.
  - B. For Volunteer – Choose Volunteer.

### **Employee**

Box 1 – NJ930100Z

Box 2 – EDK

Box 3 - 18A:6-4.14

Box 4 – Nonpublic School Employment

Box 5 – RB1

Box 6 – Payment Info- \$67.20

Box 7 – 26-0724-66G

### **Volunteer**

Box 1 – NJ930100Z

Box 2 – EDV

Box 3 - 18A:6-4.14

Box 4 – DOE Volunteer NP

Box 5 – VB1

Box 6 – Payment Info- \$24.20

Box 7 – 26-0724-66G

6. Proceed to the Legal Certification, read and accept the terms of the AA&C by checking the box.
7. Complete the required payment information. There is a \$10.00 administrative fee and a \$1.00 convenience fee. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.
8. You MUST click the "make payment" button only ONCE to complete the transaction. After completing the transaction, there will be 3 choices: You will complete all 3...
  1. View and/or print your New Administration Fee Payment Request confirmation page – print a copy of the receipt by clicking the print button in the upper right corner of the page and present a copy to the school office.
  2. Complete and/or print your Identogo NJ Universal Fingerprint Form- This form is pre-filled with the numbers from above depending on Employee or Volunteer status. You will need to complete Boxes 9 – 26 with your personal information.
  3. Click here to schedule your fingerprinting appointment. On this form you will have to scroll down to look for the Box # 1 number NJ930100Z. It is approximately halfway down. You will need the Case # from the Fingerprint Form. Reserve the date, save and continue.
  4. Bring all forms to MorphoTrust to get fingerprinted.

**\*\*\*After approximately 10 days, you will have to go back into the Criminal History Website above and print out the Applicant Approval Employment History Letter.** PLEASE BRING A COPY OF THIS LETTER TO THE SCHOOL OFFICE. \*\*\*

## **Virtus Training**

1. VIRTUS is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote "right doing" within religious organizations. The Diocese of Trenton uses the Protecting God's Children program for this purpose and these sessions are conducted on an ongoing basis throughout the diocese.
2. Logon to [www.VIRTUS.org](http://www.VIRTUS.org) to register for training.
3. Once the training has been completed, please bring the VIRTUS Certificate of Training Attendance to the school office.