

FINGERPRINTING PROCESS FORT LEE PUBLIC SCHOOLS

Step 1 - Access nj.gov/education/crimhist/ and select “File Authorization & Make Electronic Payment for Criminal History Record Check.”

Step 2 - Select one of the following options:

“New Applicant” (never fingerprinted for a school or bus contractor)

“Archive Applicant” (previously fingerprinted for public school employment only)

“Transfer Applicant” (substitutes and bus drivers)

Step 3 - Access "New Applicant," "Archive Applicant," or Transfer Applicant" processes

Step 4 - Input Social Security Number for Eligibility and select the appropriate AA&C form

Step 5 - Complete the requested application as prompted.

- Public School Selection: BERGEN(03), FORT LEE(1550)

- Pay \$11 fee ****failure to complete this payment will lead to withholding of criminal history report****

Step 6 - (for new applicants only) - After completing the transaction, you will be presented with three required steps.

1) Click “ **View and/or print your New Administration Fee Payment Request confirmation page.**” Print TWO copies of confirmation page; one copy to submit to the HR once and one copy for your records.

2) Select , “**Complete and print your IdentoGO NJ Universal Fingerprint Form.**” Complete any unpopulated blocks on the IdentoGO NJ Universal Fingerprint form. Once the form is complete, click on the “Submit” button and print form. A printed copy of this form is to be presented to IdentoGO at the time of the Fingerprinting appointment.

3) Click “**Schedule an Appointment**” to be redirected to the Indemia appointment page (www.bioapplicant.com/nj) to schedule appointment and pay the fee. If you have a question regarding appointment, call 1-877-503-5981 to reach Indemia.

Fingerprint results can be viewed at <http://www.nj.gov/education/educators/crimhist/> (click on “Applicant Approval Employment History” and enter your SSN and DOB). **Print results and up-load to Applitrack.**

FEES INVOLVED:

* **New**—initial online fee of \$11 followed by \$66.05 to be paid after your fingerprinting

** **Archive**—online fee of \$29.75

*** **Transfer** —online fee of \$6.00

For more information you may visit the following website:
<http://www.nj.gov/education/crimhist/>

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