

Administrative Payment Instructions for Interns + DOE & DDD Fingerprinting Instructions

NOTE: Read this before you apply...

To complete this application **it is best** to be using a Microsoft Windows based computer and a Microsoft internet browser, but all other operating systems and internet browsers **are acceptable but may be** unreliable. Smart phones, tablets, iPads or other mobile devices **are not** recommended.

Step 1: Access the Criminal History Review Unit’s direct web address to begin the process. The web address is: <http://www.nj.gov/education/crimhist>

- Click on **“File Authorization and Make Electronic Payment.”**

[Home](#) / [Office of Student Protection](#)

The Office of Student Protection Unit (OSP) conducts criminal background checks of applicants for positions in New Jersey’s public schools, private schools for students with disabilities, charter schools, and nonpublic schools, as well as for authorized vendors and authorized school bus contractors, by working through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI).

Read this before you apply...

To complete this application, **a Microsoft internet browser like Internet Explorer or Edge is recommended**. All other operating systems and internet browsers are **unreliable with this program**. Do not use Smart phones, tablets, iPads or other mobile devices.

Applicants - Online Systems

- ▶ [Applicant Approval Employment History](#)
- ▶ [Weekly Listing of Approved Applicants](#)
- ▶ [File Authorization and Make Electronic Payment](#)



The next screen will display four (4) options:

- Select Option #1: **“New Administration Fee Request (New Applicants Only)”**
- Enter your 9 digit Social Security Number, then click **“continue”**

NEW APPLICATION REQUEST - Social Security Check For Eligibility

Please Enter Your Social Security Number for Eligibility:

SSN: - -

Step 2: Applicant Authorization and Certification (AA&C) Initial Application Request.

This screen displays four (4) options as to the job position(s) and employer.


- Select Option #1: “All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Children with Disabilities and Charter Schools”

of Education OFFICE OF STUDENT PROTECTION ePayment

APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)
NEW ADMINISTRATION FEE PAYMENT REQUEST

A user of the CHRU ePayments process will be asked to fill out an on-line Applicant Authorization and Certification (AA&C) form.


NEW APPLICATION REQUEST



Please select an AA&C form:

1. [All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools](#)
2. [All School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities, Charter Schools and Authorized School Bus Contractors](#)
3. [All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools](#)
4. [All School Bus Drivers and Bus Aides, for Non Public Schools and Other Agencies](#)

NOTE: A School Bus Driver is defined as an individual holding or applying for a Motor Vehicle "S" Endorsement.



Step 3: APPLICANT INFORMATION: Complete the requested applicant information

**APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)
NEW ADMINISTRATION FEE PAYMENT REQUEST**

All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools

STEP 1: Input Information and Legal Certification STEP 2: Payment STEP 3: Submit

Applicant Information:

Last Name*: ---Suffix--- First Name*: Middle Init.:

Social Security No.*: (Number only without "-")

Date of Birth*: ---month--- ---day--- ---year---

Sex*: ----- select -----

Race*: ----- select -----

Height*: (such as: 6' 1")

Weight*: (lbs, number only)

Maiden or alias Last Name:

Place of Birth*: (US State if US Citizen, Country for all others)

Country of Citizenship*: (USA, or others)

Hair Color*: --- select ---

Eye Color*: --- select ---

Street Address*:

City*:

State*: ---select--- Zip*:

Job Category*: ----- select ----- Position Name (Position Code)

**Job Category*:
Code 17-
Volunteers**

- Select **“Other School Selection”**
 - County – **“Somerset (36)”**
 - District – **“Somerset Hills Regional (8274)”**
 - School – **“Matheny School (001)”**

School Info. *

Public School Selection

Other School Selection

Contractor/Vendor

Email *:

Telephone Number*: - - (Numbers only)

Legal Certification:

To continue with the ePayment process read and accept the terms of the AA&C by checking the box:

* I do hereby authorize the New Jersey State Department of Education, its agents and representatives, to submit fingerprint data pertaining to me to the Federal Bureau of Investigation and the New Jersey State Police Bureau of Identification for the purpose of obtaining criminal history record information as required by N.J.S.A. 18A:6-7.2 or N.J.S.A. 18A:12-1.2 or N.J.S.A. 18A:39-19.1.

I swear/affirm that I have not been convicted nor do I have any charges pending for the following crimes or offenses: any crime of the first or second degree; any crime bearing upon or involving sexual offenses or child molestation; any crime of the fourth degree involving a victim who is a minor; an offense involving the possession, manufacture, transportation, sale, distribution, habitual use of a controlled dangerous substance or any violation involving drug paraphernalia, including hypodermic needles; any crime involving the use of force or the threat of force to or upon a person or property including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder; any crime of possessing weapons; a third degree crime as set forth in Chapter 20 of Title 2C (theft); recklessly endangering another person, terroristic threats, criminal restraint, luring or enticing child into motor vehicle, structure, or isolated area; causing or risking widespread injury or damage; criminal mischief, burglary, usury, threats and other improper influence, perjury and false swearing, resisting arrest, escape; bias intimidation; any conspiracy to commit or attempt to commit any of the crimes described in this act.



(*: Required fields)
Please carefully review and verify the input information above, then click the "Next" button to go to the payment section:

Enter your Email address and Telephone number and proceed to the **Legal Certification**. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization & Certification form by checking the box. Then click “Next”


Step 4: Payment

STEP 1: Input Information and Legal Certification **STEP 2: Payment** STEP 3: Submit

Ready to Payment Process:

This fee includes a \$10.00 Criminal History Review Processing fee plus a service provider fee. Please press "Next" to continue.

Please have your Credit Card ready. We accept these major credit cards:



Please click the "Next" button to redirect to New Jersey Online Payment Service:

Back

Cancel

Next

Click "Next"

Please complete the required payment information. There is a \$10.00 administrative fee for the department to process the request and issue an approval letter. There will also be an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

You must click the **"Make Payment"** button only one time to complete the transaction.

Step 5: After completing the transaction, you will be presented with three (3) required steps:

1. **View and/or print your New Administration Fee Payment Request confirmation page**
 - Select the first option *“View and/or print your New Administration Fee Payment Request confirmation page”* and 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 employing entity.
2. **View and/or print your IdentoGO NJ Universal Fingerprint Form**
 - Next select the second option *“View and/or print your IdentoGO NJ Universal Fingerprint Form.”* You must print the IdentoGO NJ Fingerprint Form to use when making your fingerprint appointment and to present it to Idemia at the time of LiveScan fingerprinting.
3. **Click here to schedule your fingerprinting appointment with Idemia (IdentoGo)**
 - Click the link. This will bring you to the IdentoGO website at <https://uenroll.identogo.com>;

• Use the data below to make a fingerprinting appointment with the Department of Education (DOE)

- **DOE- Public School Employment**
 - Service Code: 2F1FB1
 - Contributor Case#: 368274001

• Using the same website, <https://uenroll.identogo.com>, use the data below to make a fingerprinting appointment with the DDD (Human Services Private Contractor):

- **DDD- Human Services Private Contractor**
 - Service Code: 2F16S7
 - Contributor Case#: PC1111

*Upon completion, please notify Rosa Kettles, H.R. Senior Business Partner at rkettles@matheny.org or call 908-234-0011 ext. 1306 to notify her with the date(s) for your scheduled appointments.