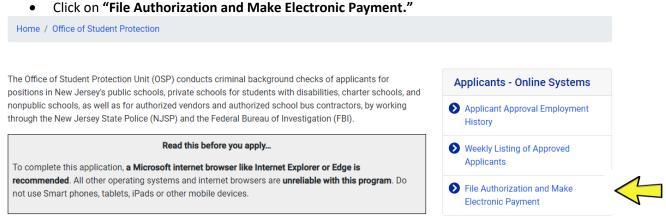
# Administrative Payment Instructions for Interns + DOE & DDD Fingerprinting **Instructions**

### 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



The next screen will display four (4) options:

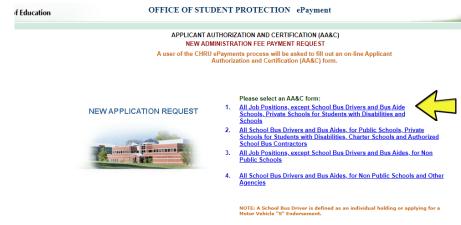
- Select Option #1: "New Administration Fee Request (New Applicants Only)"
- Enter your 9 digit Social Security Number, then click "continue"



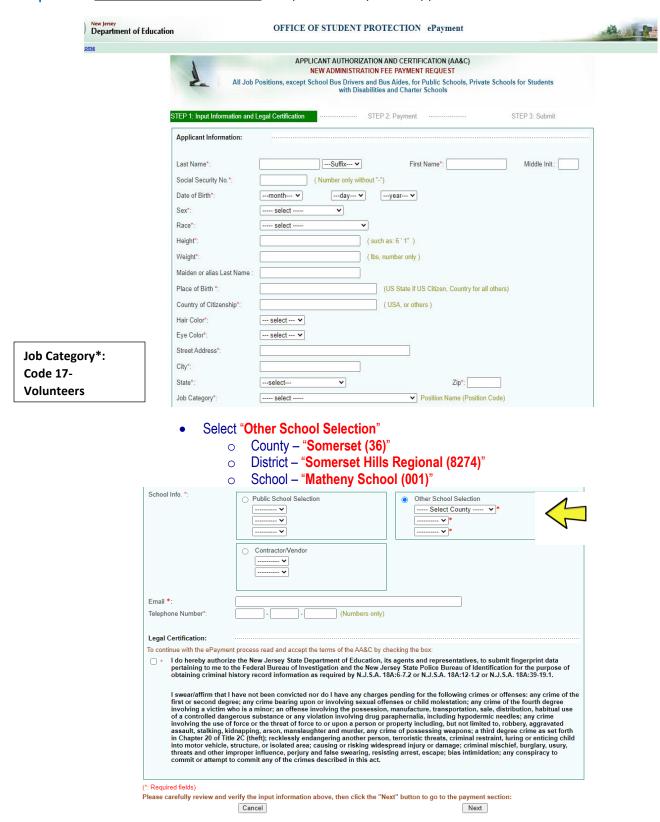
# Step 2: Applicant Authorization and Certification (AA&C) Initial Application Request.

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"

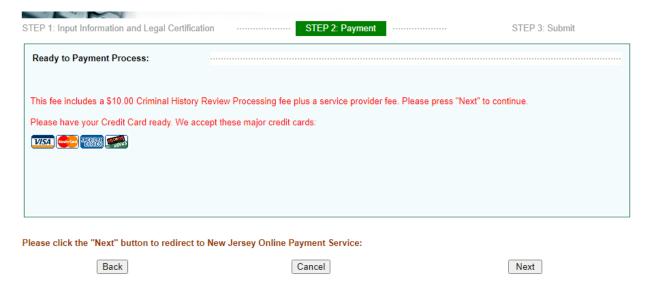


## Step 3: APPLICANT INFORMATION: Complete the requested applicant information



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



#### 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 <u>Department of Education</u> (<u>DOE</u>)
    - DOE- Public School Employment

Service Code: 2F1FB1

Contributor Case#: 368274001

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

Service Code: 2F16S7

Contributor Case#: PC1111

\*Upon completion, please notify Rosa Kettles, H.R. Senior Business Partner at <a href="mailto:rkettles@matheny.org">rkettles@matheny.org</a> or call 908-234-0011 ext. 1306 to notify her with the date(s) for your scheduled appointments.