**FINGERPRINT SCHEDULING & ADMINSTRATIVE PAYMENT INSTRUCTIONS**

You are required to schedule **two (2) fingerprint appointments**. One with the Department of Education (DOE) and the second with the Division of Developmental Disabilities (DDD).

**Note:** It is best to use a computer when settings up your fingerprint appointments.

**Department of Education (DOE) Fingerprint Steps**

**Please note:** There is an $11 fee associated with scheduling this fingerprint appointment and a secondary fee at the time of your fingerprint appointment. You will be reimbursed for the fees after your internship begins.

1. Access the DOE fingerprint payment authorization website at: <https://nj.gov/education/crimhist/index.shtml>
2. Click on, **“File Authorization and Make Electronic Payment.”**



1. Select Option #1: **New Administration Fee Request (New Applicants Only)**

Enter your Social Security Number, then click Continue 

1. 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”**



1. Complete the requested applicant information.



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

Select “**Other School Selection**”

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



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”

1. Complete the payment information, click “Make a Payment,” and then click Next.



1. After completing the transaction, you will be presented with three (3) required steps:
* **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.

* **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 IdentoGO at the time of fingerprinting.

* **Click here to schedule your fingerprinting appointment with IdentoGo**

Click the link. This will bring you to the ***IdentoGO website at*** [***https://uenroll.identogo.com/***](https://uenroll.identogo.com/)

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

* + - Service Code: **2F1FB1**
		- Contributor Case#:  **368274001**

**Division of Developmental Disabilities (DDD) Fingerprint Steps**

1. Using the same website, [**https://uenroll.identogo.com**](https://uenroll.identogo.com), use the data below to make a fingerprinting appointment with the DDD (Human Services Private Contractor):
	* + Service Code: **2F16S7**
		+ Contributor Case#:  **PC1111**

\*Upon completion, please notify Kelly Walsh, H.R. Human Resource Business Partner at kwalsh@matheny.org or call 908-234-0011 ext. 1321 to notify her with the dates for your scheduled appointments.