

# FINGERPRINT SCHEDULING & ADMINISTRATIVE PAYMENT INSTRUCTIONS

You are required to schedule a fingerprint appointment with the Department of Education (DOE).

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

## Department of Education (DOE) Fingerprint Steps

**Please note:** There is a \$10.73 fee associated with scheduling this fingerprint appointment and a secondary fee of \$25.73 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.**”

The screenshot shows a web page with a breadcrumb trail: Home / Office of Student Protection. Below this is a paragraph describing the Office of Student Protection Unit (OSP) and its role in conducting criminal background checks. To the right is a sidebar titled "Applicants - Online Systems" with three menu items: "Applicant Approval Employment History", "Weekly Listing of Approved Applicants", and "File Authorization and Make Electronic Payment". A red arrow points to the third menu item. Below the paragraph is a box titled "Read this before you apply..." containing a warning about using a Microsoft internet browser like Internet Explorer or Edge.

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

Enter your Social Security Number, then click Continue

The screenshot shows a form titled "NEW APPLICATION REQUEST - Social Security Check For Eligibility". It contains a prompt: "Please Enter Your Social Security Number for Eligibility:". Below this is a field for the Social Security Number (SSN) with a format of "SSN: [ ] - [ ] - [ ]". At the bottom of the form are two buttons: "Cancel" and "Continue".

**4. 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”**

Department 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:

- [All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Children with Disabilities and Charter Schools](#)
- [All School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Children with Disabilities, Charter Schools and Authorized School Bus Contractors](#)
- [All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools](#)
- [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.

**5. Complete the requested applicant information.**

New Jersey Department of Education OFFICE OF STUDENT PROTECTION ePayment

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 Children 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\*:

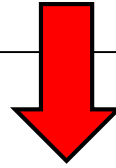
State\*: ---select--- Zip\*:

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  
----- Select County ----- \*  
----- \*  
----- \*

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:

Cancel

Next

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”


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

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

**7.** After completing the transaction, you will be presented with two (2) options:

➤ **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.

➤ **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/>*

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

- Service Code: **2F151N**
- Contributor Case#: **368274001**

\*Upon completion, please notify Kelly Walsh, Senior Human Resource Business Partner at [kwalsh@matheny.org](mailto:kwalsh@matheny.org) or call 908-234-0011 ext. 1321 to notify her with the date of your scheduled appointment.