

RAMSEY PUBLIC SCHOOLS
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FINGERPRINT APPLICATION INSTRUCTIONS

Please follow these instructions to apply for fingerprinting and criminal review processing as prescribed by the State Department of Education. YOU WILL NEED A COMPUTER & PRINTER FOR THIS PROCESS

Log on to www.nj.gov/education/educators/crimhist/

1. Click on “**File Authorization and Make Electronic Payment for Criminal History Record Check.**”
2. Select Option # 1: “**New Administration Fee Request (New Applicants Only).**”
This screen displays four (4) options as to the job position(s) and employer. You will need to select either option # 1 or option # 2.
Option # 1 -- All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools
Option # 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. Complete the requested applicant information.
***Input:** County Code is Bergen (03)
District is Ramsey (4310)
4. Proceed to the Legal Certification.
5. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification (AA&C) by checking the box.
6. Please complete the required payment information. There is an administrative fee for the Department of Education to process the request and issue an approval letter plus an administrative fee for processing the credit card information. (Methods of payment are Visa, MasterCard, American Express or Discover credit cards.)
7. You **MUST** click the “**Make Payment**” button only **one time** to complete the transaction.
8. After completing the transaction, you will be presented with three required steps:
STEP 1 -- Print 2 copies of your New Administration Fee Payment Request confirmation page. (Keep 1 copy for your files, Bring 1 copy to the Board office when returning your paperwork.)
STEP 2 -- Complete and/or print your Identogo NJ Universal Fingerprint Form. After the form is complete, you must click on the “**Submit**” button at the bottom of the page. When the form has been submitted, you must view and print the Identogo NJ Fingerprint Form and present it to MorphoTrust at the time of LiveScan fingerprinting.
STEP 3 -- Access the MorphoTrust web page by selecting the third option “**Click here to schedule your fingerprinting appointment with MorphoTrust**” to schedule a fingerprinting appointment and submit to LiveScan fingerprinting.

Please return to the board office:

- The fingerprint receipt with the PCN#.
- A copy of the New Administration Fee Payment Request confirmation page.