

Fingerprinting Directions

Click on this link

<https://nj.gov/education/crimhist/>

Choose this option:

» [File Authorization and Make Electronic Payment](#)

(ePayment for initial application, applicants eligible for the Archive process and duplicate approval letters)

Then choose this option:

[New Administration Fee Request \(New Applicants Only\)](#)

*If you are Archiving your fingerprints, then choose [Archive Applicant Request](#)

And you will be asked to put in your social security number. You will be charged \$28.50. Follow the prompts from there.

Then choose this option:

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

Complete a form similar to this:

The screenshot shows a web form for fingerprinting. It includes the following fields and sections:

- Personal Information:** Last Name*, First Name*, Middle Init., Social Security No.* (with a note "(Number only without *)"), Date of Birth* (with month, day, and year dropdowns), Sex* (dropdown), Race* (dropdown).
- Address:** Street Address*, City*, State* (dropdown), Zip*.
- Job Information:** Job Category* (dropdown).
- School Info. *:** Radio buttons for "Public School Selection" and "Other School Selection". Under "Public School Selection" is a "Select County" dropdown and two more dropdowns. Under "Other School Selection" are two dropdowns.
- Contact:** Email, Telephone Number* (with a note "(Numbers only)").
- Legal Certification:** A checkbox with a red asterisk and the text: "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." Below this is a paragraph: "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; 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,"

Then enter in your credit card information and submit (this part charges \$11 to your credit card).

Print a copy of your confirmation page for your files.

Now, click on this link to schedule your fingerprint session:

Please click on the MorphoTrust Inc link to schedule a fingerprinting appointment: www.bioapplicant.com/nj

You will see this screen:



When you click “start here” on the above screen, you will complete this screen, using information from the MorphoTrak sheet that the Supt’s office gave you.

Please enter the following information EXACTLY as it appears on your Universal Fingerprint Form (#NJAPS2 Version 3.0).

If you enter information that is incorrect, you will not be printed at the fingerprint site and you will incur additional costs (see Refund Policy).

(Form Box 1) Originating Agency Number:

(Form Box 2) Category:

(Form Boxes 3-4) Statute/Reason for Printing:

(Form Box 5) Document Type:

(Form Box 7) Contributor's Case Number:

(Form Box 8) Miscellaneous:
Only fill out if instructed to do so by your agency

You will continue completing this form, which goes on to a second page.

When you are thru, you will be assigned an applicant number. **Please print out this form to take with you. They will send you home with any other form.**

You will enter your credit card number again and this will charge \$62.70 to your credit card. If you are volunteering, you will be charged \$21.44.

Continue with the process of scheduling a date to be fingerprinted. The closest facility to Montvale is Garfield. Select a day on the calendar, then select a time slot by clicking in the light colored slot. Slots that are black are not available (they have already been scheduled by someone else).

Don't forget to bring your completed IdentoGo Morpho Trust Form that you download from the site and a valid photo ID (either passport or Driver's License) to your fingerprinting session.