Eastern Camden County Regional School District

Archive Application Directions

1. Access the Office of Student Protection's direct web address to begin the process. The web address is: https://www.nj.gov/education/crimhist.

2. Your most recent PCN (Process Control Number) is required for this process. Your PCN can be obtained by accessing your "**Applicant Approval Employment History**" on the website.

3. Click on **"File Authorization and Make Electronic Payment for Criminal History Record Check."**

4. Select the second option: "**Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003).**"

5. Please enter your Social Security number to ascertain if you are eligible for the process. Click "**Continue.**"

6. Select the appropriate Applicant Authorization and Certification form (AA&C) that is suitable to your job position and employer.

7. Complete the requested applicant information to include the county/district/school/ contractor code names below and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box. Click "**Next**":

   ▪ **County – 07 – Camden**
   ▪ **District – 1255- Eastern Camden County Regional School District**
   ▪ **Job Category** – Be sure to select the appropriate job (Classroom Teacher, Teacher Aide, Athletic Personnel, etc.)

8. Submit your credit card payment. Total payment is $29.37 plus a $1.00 convenience fee for NicUSA. The Office of Student Protection will distribute the fee as follows: $12.00 for the Federal Bureau of Investigation to search the print images and $5.50 for Idemia to retrieve the fingerprints from archive and transmit them to the Federal Bureau of Investigation. The fee also includes a $10.00 administrative fee for the Department of Education to process the request and issue the approval. Click "**Continue**" and then click "**Make Payment**" at the bottom of the next page.

9. The Payment Confirmation page will state "**Your ePayment transaction has been processed successfully**." You should print a copy of this receipt.

10. In about two weeks, you will be able to view and print your "Applicant Approval Employment History" by accessing it on the Criminal History Review Unit website at http://www.nj.gov/education/crimhist.

    Applicant Approval Employment History is not available online for a least fourteen (14) days after fingerprinting. The Applicant Approval Employment History is updated every Friday morning with that week's new approvals. Please call the Office of Student Protection only after waiting fourteen (14) days before checking on your approval.