

# Eastern Camden County Regional School District

## How does a new applicant apply for a Criminal History Record Check?

- Access the Office of Student Protection's direct web address to begin the process. The web address is: <https://www.nj.gov/education/crimhist>
- Click on "**File Authorization and Make Electronic Payment for Criminal History Record Check.**"
- **Select Option #1: "New Administration Fee Request (New Applicants Only)"** - This screen displays four (4) options as to the job position(s) and employer. CHOOSE OPTION #1: **"All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools"**
- Complete the requested applicant information (to include the county, district, job category) 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.  
**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.)
- Please complete the required payment information. There is a \$10.00 administrative fee for the department to process the request and issue an approval. There will also be an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.
- You **MUST** click the "**Make Payment**" button only **one time** to complete the transaction.
- After completing the transaction, the individual will be presented with three required steps:
  1. View and/or print your New Administration Fee Payment Request confirmation page
  2. Complete and/or print your IdentoGO NJ Universal Fingerprint Form
  3. Click here to schedule your fingerprinting appointment with Idemia
- 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 presenting a copy to the employing entity.
- Next select the second option "**View and/or print your IdentoGO NJ Fingerprint Form**" You must print the IdentoGO N.J. Fingerprint Form and present it to Idemia at the time of LiveScan fingerprinting.
- Access the Idemia web page by selecting the third option "**Click here to schedule your fingerprinting appointment with Idemia**" to schedule a fingerprinting appointment and submit to LiveScan Fingerprinting. **This is the most convenient and quickest way to schedule an appointment.** You may also access the Idemia Website at: <https://www.bioapplicant.com/nj>. Also, English-speaking and Spanish-speaking applicants may call 1-877-503-5981. Hearing impaired applicants should call 1-800-673-0353. The call for hearing impaired must be placed from a telephone that is connected to a modem.
- New applicants will be charged a fee of \$68.98.
- When the Criminal History Review is completed, the applicant will be able to go to the Office of Student Protection's website at <https://www.nj.gov/education/crimhist> to view and print their Applicant Approval Employment History OR you will receive an Ineligible or Disqualification letter.

**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.**