



Criminal Background Check and Fingerprinting

Office of Fieldwork and
Certification



Steps of Process

Fingerprinting Appointment

Attend your fingerprinting appointment; bring your IDENTOGO NJ Universal Fingerprint form with you

Transfer/Archive to district

Each time you start at a new district you must transfer or archive your background information to them. Whether to Transfer or Archive will depend on the district requirement. This includes your first placement; your form should show that it was sent to SHU and your placement

Prepare for placement

Practice proactive engagement with your Cooperating Teacher, Clinical Supervisor and the OFC to ensure all requirements for placement have been met

TODAY

File for criminal background check and schedule fingerprinting appointment. Payment will be required at this time**

Obtain approval

Continuously check the office of student protection website for access to approval (this can take up to 2 weeks); **note: you will not receive a confirmation, it is your responsibility to check**

Send approval to District

As soon as approval has been obtained, send a copy to your district contact! ****you will be unable to start your placement until you send your document**** very important!

Sections

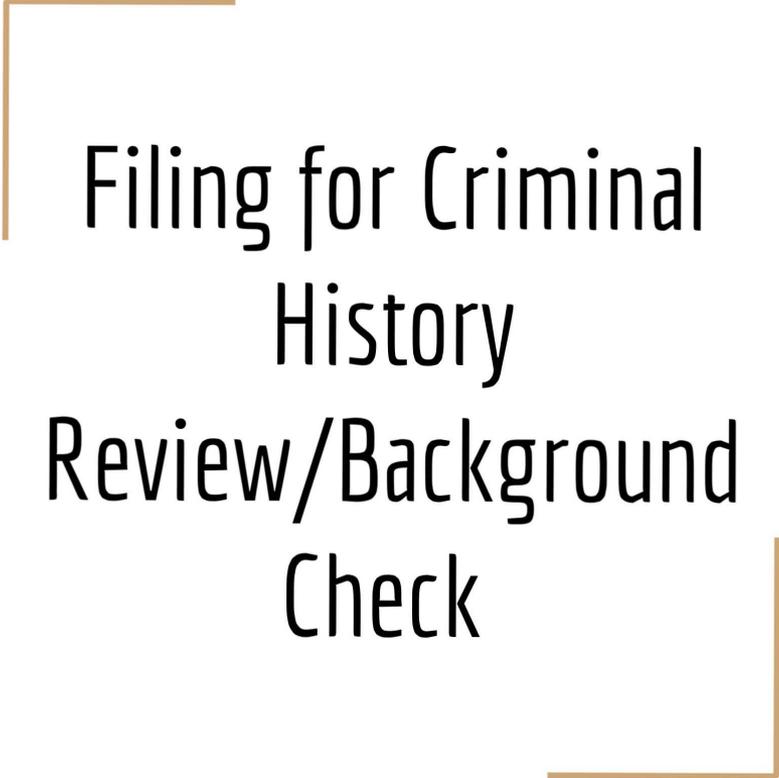
Use the links to get to the step you need to complete

- [Filing for Criminal Background Check](#)
 - [Transferring your background check to your district](#)
 - [Archiving your background check to your district](#)
 - [Viewing your completed Background Check/Sending your background check to The Office of Fieldwork and Certification](#)
-

To complete the process you will need:

- **Driver's License**
- **Social Security Number**
- **Debit/Credit Card**





Filing for Criminal
History
Review/Background
Check

1. Go to the Office of Student Protection website and click “File authorization and ...”

Office of Student Protection



Office of Student Protection

Instructions

Forms

Chief School Administrator Letters

Pre-Employment Resources P.L. 2018, c. 5

Questions and Answers

Home / Office of Student Protection

The Office of Student Protection Unit (OSP) conducts criminal background checks of applicants for positions in New Jersey's public schools, private schools for students with disabilities, charter schools, and nonpublic schools, as well as for authorized vendors and authorized school bus contractors, by working through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI).

Read this before you apply...

To complete this application, a **Microsoft internet browser like Internet Explorer or Edge is recommended**. All other operating systems and internet browsers are **unreliable with this program**. Do not use Smart phones, tablets, iPads or other mobile devices.

Applicants - Online Systems

➤ Applicant Approval Employment History

➤ Weekly Listing of Approved Applicants

➤ **File Authorization and Make Electronic Payment**

⤴
Back to top

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

2. Select “New Administration Fee Request”



On-Line Applicant Authorization and Certification (AA&C)



▶ **New Administration Fee Request (New Applicants Only)**

File Authorization, make electronic payment and print IdentoGO NJ Universal Fingerprint form.

▶ **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**

You must have been previously printed through the Department of Education subsequent to February 21, 2003 and the state print image retained by the State Bureau of Identification to be eligible for the Archive process. If you were fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, you are not eligible for the archive process.

▶ **Transfer Request (Only Substitutes & Bus Drivers are eligible)**

May only be completed by applicants, Educational Facilities, Contractors or Vendors.

▶ **Reprint Your Confirmation or IdentoGO Fingerprinting Form**

[Web Site](#)

3. Enter your SSN



New Jersey
Department of Education

OFFICE OF STUDENT PROTECTION ePayment



NEW APPLICATION REQUEST - Social Security Check For Eligibility

Please Enter Your Social Security Number for Eligibility:

SSN: - -

Cancel

Continue

Double check
that this is input
correctly!!

4. Select “All positions, except ...”



New Jersey
Department of Education

OFFICE OF STUDENT PROTECTION ePayment



[AA&C Home](#)

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:

1. [All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools](#)
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. [All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools](#)
4. [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.

5a. Fill out the required information



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 Students 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*:

Again, double check that you have input your SSN correctly.

Reminder: Be sure to use your full legal name (as shown on your government documents). Do not use a nickname/abbreviated version of your name.

6. Complete Payment

NEW ADMINISTRATION FEE PAYMENT REQUEST
-All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools

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

6. Complete Payment (cont.)

 STATE OF NEW JERSEY
PAYMENT PROCESSING SERVICES

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Transaction Summary

Description	Amount
Criminal Background Checks	\$10.00
Pay now with New Jersey Government Services	\$11.00

Customer Billing Information

Name *

Company Name

Billing Address *

Billing Address 2

Billing City *

Country *
United States

State *

6. Complete Payment (cont.)

Credit Card Information

Credit Card Type *
Select a Card ▾

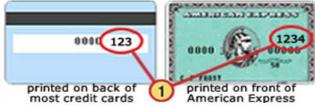
Credit Card Number *

Expiration Date *
Select a Month ▾ Select a Year ▾

Name on Credit Card *
exactly as it appears on the card

Verification Code * ¹

Press to exit full screen


printed on back of most credit cards 1 printed on front of American Express

Complete all required fields [*]
Complete all required fields [*]

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7. Complete each of the following steps



Your ePayment transaction has been processed successfully.

To continue please download a free copy of Adobe Reader if you do not have it already installed on your PC.



Please click on the following STEPS to continue the process:

Each of these steps must be completed. Click on each link.

- ▶ [View and/or print your New Administration Fee Payment Request confirmation page](#)
- ▶ [View and/or print your IdentoGO NJ Universal Fingerprint Form](#)
You must take this form with you at time of LiveScan fingerprinting.
- ▶ [Click here to schedule your fingerprinting appointment.](#)

1.

**View and/or print your New
Administration Fee Payment
Request confirmation page**

**-print/screenshot a copy of
the receipt**

*****this is **for your records
only**, please do not send this
to the field office.**

7. Complete each of the following steps



Your ePayment transaction has been processed successfully.

To continue please download a free copy of Adobe Reader if you do not have it already installed on your PC.



Please click on the following STEPS to continue the process:

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- ▶ [View and/or print your IdentoGO NJ Universal Fingerprint Form](#)
You must take this form with you at time of LiveScan fingerprinting.
- ▶ [Click here to schedule your fingerprinting appointment.](#)

2.

You just need to reference Box 7

IdentoGO NJ Universal Fingerprint Form

**-You will need the following
information when conducting
scheduling your appointment.**

**Box 7: Contributor's Case
Number (ex. 137295001 *When
filing to SHU*)**

7. Complete each of the following steps



Your ePayment transaction has been processed successfully.

To continue please download a free copy of Adobe Reader if you do not have it already installed on your PC.



Please click on the following STEPS to continue the process:

Each of these steps must be completed. Click on each link.

- ▶ [View and/or print your New Administration Fee Payment Request confirmation page](#)
- ▶ [View and/or print your IdentoGO NJ Universal Fingerprint Form](#)
You must take this form with you at time of LiveScan fingerprinting.
- ▶ [Click here to schedule your fingerprinting appointment.](#)

3.

Click here to schedule your
fingerprinting appointment with
Idemia

-schedule your
fingerprinting
appointment

[https://uenroll.identogo.com
/workflows/2F1FB1](https://uenroll.identogo.com/workflows/2F1FB1)

The screenshot shows the IdentoGO website interface. At the top left is the IdentoGO logo. At the top right is a language dropdown menu set to "English". Below the logo is a dark blue header bar with the text "2F1FB1 - New Jersey PUBLIC SCHOOL EMPLOYMENT-EDK-State&Fed". Underneath the header bar is a light blue navigation area with a "Back to Home" link. The main content area is white and contains four sections, each with a blue heading and a brief description:

- Schedule or Manage Appointment**: Schedule an in-person appointment or change an existing appointment.
- What do I need to bring to enrollment?**: Find out which documents you need to bring to the enrollment center to facilitate processing.
- Locate an Enrollment Center**: Locate and get directions to an enrollment center near you.
- Submit A Fingerprint Card by Mail**: Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

Fill in your name as shown on your ID

Legal Name

* First Name

* Middle Name (or NMN if no middle name)

* Last Name

Suffix

Date of Birth

* Date of Birth

* Confirm Date of Birth

** If using your email address, use a personal, non-SHU email**

* Method of Contact (at least one method is required)

Email

Confirm Email

Country Code

Phone 1

Country Code

Phone 2

Add the contributor case number shown on your Identogo form (ex. 137295001 if filed w/ SHU)

Essential Info

Additional Info

Citizenship

Personal Questions

Pe

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Agency Identifiers

* Contributor Case Number

Miscellaneous (if unknown, leave blank)

Only fill out if instructed to by your Agency

✕ Cancel

◀ Back

Next ▶

Fill in your citizenship information

Essential Info

Additional Info

Citizenship

Personal Questions

Personal Info

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* Country of Birth

City of Birth

* State/Province of Birth

* Country of Citizenship

✕ Cancel

◀ Back

Next ▶

Note: an Alias is an assumed name *if you have to question it – you do not have one*

2F1FB1 - New Jersey PUBLIC SCHOOL EMPLOYMENT-EDK-State&Fed

Additional Info

Citizenship

Personal Questions

Personal Info

Address

D

* Required Fields

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used an alias?

Yes

No

* Is your mailing address the same as your residential address?

Yes

No

✕ Cancel

◀ Back

Next ▶

Make sure your information matches your ID

Citizenship

Personal Questions

Personal Info

Address

Documents

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Personal Information

US Metric

* Height

* Weight

* Hair Color

-- Choose One --

* Eye Color

-- Choose One --

* Preferred Language (Receipts & other communication)

English

* Gender

-- Choose One --

* Race

-- Choose One --

✕ Cancel

◀ Back

Next ▶

Fill in your mailing address

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

* Country

* Address Line 1

Address Line 2

* City

* State/Province

* Postal Code

✕ Cancel

◀ Back

Next ▶

Select the ID you will bring to your appointment

Steps > Personal Info > Address > **Documents** > Location > Date and Time

* Required Fields

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document

* Does the name you are enrolling under match the name on all documents selected?

Yes

No

Note: the most common ID used will be "Driver's License issued by a State or outlying possession of the U.S." but you can use any ID from the list

✕ Cancel

< Back

Next >

Select an Enrollment center – location is up to you

Address

Documents

Location

Date and Time

* Required Fields

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

Number of Results: 5 ▾

Use My Location Search

- All Locations will be closed Labor Day, Mon, 02 Sep 2024, unless otherwise indicated

Note: there is an out of state fee if you go to an enrollment center outside of NJ (ex. ~\$40 for NY)

✕ Cancel

◀ Back

Next ▶

Each location shows the # of available appointments --> select next to schedule

Location	Address	Next 7 Days	Distance
> Sparta, NJ	17 Woodport Rd	0 appointments available	12.89 mi
> Springfield, NJ	901 Mountain Ave	71 appointments available	16 mi
> Garfield, NJ	85 Outwater Ln	6 appointments available	19.37 mi
> Newark, NJ	532 Raymond Blvd	5 appointments available	20.86 mi
▼ Staten Island, NY	420 South Avenue	285 appointments available	24.59 mi

📍 IdentoGO
420 South Avenue
Ste 5A
Staten Island, NY 10303-1512

Hours:
Monday - Friday: 09:30 AM - 06:00 PM

ADDITIONAL FEES FOR THIS LOCATION
Out Of State Fee:
\$39.95

Next >

Select the date and time for your appointment and mark your calendar!

Address

Documents

Location

Date and Time

* Required Fields

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date

Select Time

Location Details:

 **IdentoGO**
901 Mountain Ave
Echo Plaza Ste 8
Springfield, NJ 07081-3414

✕ Cancel

< Back

Submit >

What to bring to your fingerprinting appointment:

- ID (ex. Driver's License)
 - NJ Universal Fingerprint Form
 - Credit card for payment of \$68 in NJ (due at time of appt)
-

Looking Forward: approval about 2 weeks after you have been fingerprinted

Return to the Office of Student Protection website

<https://www.nj.gov/education/crim/hist/>

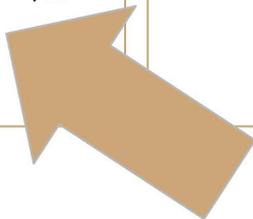
-you will **NOT** receive a confirmation email once your fingerprints have been approved; **it is your responsibility to check regularly for approval**

Select Applicant Approval Employment History on right hand side of page

-enter your social security number and birth date to view status of application

SCREENSHOT AND PRINT your Applicant Approval Employment History Form

-save a copy to your computer



Go to [Office of Student Protection](#) and click “Applicant Approval Employment History”

Office of Student Protection



Office of Student Protection

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[Chief School Administrator Letters](#)

[Pre-Employment Resources P.L. 2018, c. 5](#)

[Questions and Answers](#)

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The Office of Student Protection Unit (OSP) conducts criminal background checks of applicants for positions in New Jersey's public schools, private schools for students with disabilities, charter schools, and nonpublic schools, as well as for authorized vendors and authorized school bus contractors, by working through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI).

Read this before you apply...

To complete this application, **a Microsoft internet browser like Internet Explorer or Edge is recommended**. All other operating systems and internet browsers are **unreliable with this program**. Do not use Smart phones, tablets, iPads or other mobile devices.

Applicants - Online Systems

- [Applicant Approval Employment History](#)
- [Weekly Listing of Approved Applicants](#)
- [File Authorization and Make Electronic Payment](#)

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Example Background Sent to SHU

Name: [REDACTED]
SSN: [REDACTED]
Date of Birth: [REDACTED]

Document Id: e48d2beb0edd458df5ff1213b5319abd
Number of Approvals: 1

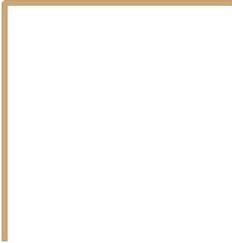
List of all Approval(s) Issued by the NJ Dept. of Education Office of Student Protection, as of 05/23/2022

Approval Date	County Code	District Code	School Code	Contractor Code	Job Position	PCN	Transfer Date
05/13/2022	13	7295	001	0000	SUBSTITUTE TEACHER	496600707492	

Seton Hall
District
Code



New Jersey Department of Education
Office of Student Protection
100 Riverview Plaza, P.O. Box 500
Trenton, NJ 08625-0500



How to Transfer to Your District



1. Go [Here](#) and click “File Authorization and Make...”

[Home](#) / [Office of Student Protection](#)

The Office of Student Protection Unit (OSP) conducts criminal background checks of applicants for positions in New Jersey's public schools, private schools for students with disabilities, charter schools, and nonpublic schools, as well as for authorized vendors and authorized school bus contractors, by working through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI).

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There are three different types of applications to select from to complete the Criminal History record check. Please read the descriptions below to determine which of the applications is correct for you.

if:

Applicants - Online Systems

- [Applicant Approval Employment History](#)
- [Weekly Listing of Approved Applicants](#)
- [File Authorization and Make Electronic Payment](#)

Contact Us

NJ State Department of Education
Office of Student Protection



2. Click on Transfer Request



On-Line Applicant Authorization and Certification (AA&C)



▶ **New Administration Fee Request (New Applicants Only)**

File Authorization, make electronic payment and print IdentoGO NJ Universal Fingerprint form.

▶ **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**

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▶ **Transfer Request (Only Substitutes & Bus Drivers are eligible)**

May only be completed by applicants, Educational Facilities, Contractors or Vendors.

▶ **Reprint Your Confirmation or IdentoGO Fingerprinting Form**

[Web Site](#)

3. Enter your SSN



New Jersey
Department of Education

OFFICE OF STUDENT PROTECTION ePayment



TRANSFER REQUEST - Social Security Check For Eligibility

Please Enter Your Social Security Number for Eligibility:

SSN: - -

Cancel

Continue

4. Completing the Transfer

- You will see 2 options (Bus drivers OR **All other Positions**)
- Complete the requested applicant information including:
 - County
 - District
 - School
 - Contract/Vendor
- Review information and complete payment (\$6 to Transfer)
- When payment has gone through you will see: “Your ePayment transaction has been processed successfully.” You may print a copy of this receipt
- Follow the steps in the next slides to access your completed form and to check if transfer is complete

For District Codes check
[“Fingerprinting and
Background Check”](#) Page
on the website. Or [HERE](#)

ONLY do this if the district requires it.



How to Archive to Your District



1. Go [Here](#) and click “File Authorization and Make...”

Office of Student
Protection 

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2018, c. 5

Questions and
Answers

[Home](#) / [Office of Student Protection](#)

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There are three different types of applications to select from to complete the Criminal History record check. Please read the descriptions below to determine which of the applications is correct for you.

if:

Applicants - Online Systems

- [Applicant Approval Employment History](#)
- [Weekly Listing of Approved Applicants](#)
- [File Authorization and Make Electronic Payment](#)

Contact Us

NJ State Department of Education
Office of Student Protection




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to top

2. Click on “Archive Application Request...”

On-Line Applicant Authorization and Certification (AA&C)



▶ **New Administration Fee Request (New Applicants Only)**

File Authorization, make electronic payment and print Identogo NJ Universal Fingerprint form.

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May only be completed by applicants, Educational Facilities, Contractors or Vendors.

▶ **Reprint Your Confirmation or Identogo Fingerprinting Form**

[Web Site](#)

3. Enter your SSN



New Jersey
Department of Education

OFFICE OF STUDENT PROTECTION ePayment



TRANSFER REQUEST - Social Security Check For Eligibility

Please Enter Your Social Security Number for Eligibility:

SSN: - -

Cancel

Continue

4. Completing the Archive

- You will see 4 options (Bus drivers OR **All other Positions**)
 - ONLY select the option that says, **“All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities, and Charter Schools”**.

 New Jersey
Department of Education

OFFICE OF STUDENT PROTECTION ePayment

[AA&C Home](#)

APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)
ARCHIVE APPLICATION REQUEST

A user of the CHRU ePayments process will be asked to fill out an on-line Applicant Authorization and Certification (AA&C) form.

Please select an AA&C form:
You must have been previously printed through the Dept. of Education subsequent to February 21, 2003 and the state print image retained by the State Bureau of Identification to access the Archive process

ARCHIVE APPLICATION REQUEST



- All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools**
- All School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students 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 a Motor Vehicle "S" Endorsement.

4. Completing the Archive (continued)

- Complete the requested applicant information including:
 - County
 - District
 - School
 - Contract/Vendor
- Proceed to the Legal Certification section below the “Applicant Information” section.
- To continue to with the ePayment Process, read and accept the terms of the Applicant Authorization and Certification form by checking the box and then click “**Next**”.

For District Codes check “[Fingerprinting and Background Check](#)” Page on the blog. Or [HERE](#)

4. Completing the Archive (continued)

- Submit your Credit Card Payment
 - \$29.75 (28.75 + \$1.00 convenience fee charged by the private vendor)
- Click “**Continue**” and then click “**Make Payment**” at the bottom of the next page
- The Payment Confirmation page will state “**Your ePayment transaction has been processed successfully**”.
 - *** You should print a copy of this receipt**
- In about 2 weeks, you will be able to view and print your “**Applicant Approval Employment History**” by accessing it on the *Office of Student Protection* website.
- Please give a copy to your employer



Sending your
background
approval to your
District

1. Go to [Office of Student Protection](#) and click “Applicant Approval Employment History”

Office of Student Protection



Office of Student Protection

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2. This is what you will see when trying to access your background approval. Fill in your information.

[Office of Student Protection](#)

Office of Student Protection Status

New Jersey Department of Education

Applicant Approval Employment History

Applicant Approval Employment History is not available online for at 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.

Please enter your Social Security Number and Date of Birth.

SSN:	<input type="text" value="###"/>	-	<input type="text" value="##"/>	-	<input type="text" value="####"/>
Date of Birth:	<input type="text" value="MM"/>	/	<input type="text" value="DD"/>	/	<input type="text" value="YYYY"/>

This is a secure website. All SSNs are transmitted using an encrypted (SSL) connection.

Example Applicant Approval Employment History

Please  [print](#) this document using landscape orientation.

 [Office of Student Protection](#)

For a Student placed in the Florham Park District

Applicant Approval Employment History

Name: 
SSN: 
Date of Birth: 

Transferred to current placement district

Document Id: c70c78f7c22bcf002ce837115dfbc7fc
Number of Approvals: 2

List of all Approval(s) Issued by the NJ Dept. of Education Office of Student Protection, as of 01/17/2022

Approval Date	County Code	District Code	School Code	Contractor Code	Job Position	PCN	Transfer Date
08/17/2021	27	1530	000	0000	SUBSTITUTE TEACHER	496600466334	01/14/2022
08/17/2021	13	7295	001	0000	SUBSTITUTE TEACHER	496600466334	

Initial Background sent to Seton Hall

CHECK THAT YOUR DISTRICT CODES ARE UPDATED BEFORE SENDING TO DISTRICT!!



For District Codes Check [“Fingerprinting and Background Check”](#) Page on the blog. Or [HERE](#)

You must transfer your background check for each placement!!

Applicant Approval Employment History

Name: [REDACTED]
SSN: [REDACTED]
Date of Birth: [REDACTED]

Document Id: 35f1815f1c6ae1ad0205e783b0d116d9
Number of Approvals: 5

List of all Approval(s) Issued by the NJ Dept. of Education Office of Student Protection, as of 05/08/2022

Approval Date	County Code	District Code	School Code	Contractor Code	Job Position	PCN	Transfer Date
09/10/2021	39	0980	000	0000	SUBSTITUTE TEACHER	495198638619	05/02/2022
09/10/2021	39	0980	000	0000	SUBSTITUTE TEACHER	495198638619	
01/15/2021	39	0980	000	0000	SUBSTITUTE TEACHER	495198573518	05/10/2021
01/15/2021	31	2100	000	0000	SUBSTITUTE TEACHER	495198573518	
12/08/2020	31	4010	000	0000	SUBSTITUTE TEACHER	496600244303	

Each new placement will need to have a transfer. For each transfer you will have a new line on your form



New Jersey Department of Education
Office of Student Protection
100 Riverview Plaza, P.O. Box 500
Trenton, NJ 08625-0500

Quick Recap

Today: filed for criminal background check and scheduled fingerprinting appointment using your full legal name and a personal email address

Next: Attend fingerprinting appointment

About two weeks after appointment:

Continuously check for approval on Office of Student Protection website

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

you will NOT receive confirmation

Once approved and sent to SHU, transfer to your district of placement for the semester



Questions?

PLEASE DO NOT FORGET TO SEND A COPY OF YOUR APPLICANT APPROVAL
EMPLOYMENT HISTORY FORM TO CHDCMFIELDOFFICE@SHU.EDU
REACH OUT TO OUR OFFICE IF YOU HAVE ANY QUESTIONS
**Remember, this is an ongoing process. You will have to transfer to your
district each semester**

