

NEWARK BOARD OF EDUCATION
Authorization for Criminal History Review Process

Go to <https://homerom4.doe.state.nj.us/chr/> to access Criminal History Review Unit authorization form.

OPTION 1: NEW APPLICANTS (never fingerprinted for the NJDOE)

- Select the first option: **New Administration Fee Request (New Applicants Only)**.
- Enter in your **Social Security Number**.
- Select the first option: **All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools**.
- Enter in required personal information and job category on the **Legal Certification** page. For **School Info**, enter the following:
 - Select County: **Essex (13)**
 - Select District: **Newark (3570)**
 - Select School: **None (000)**
- To continue, read and accept the terms of the AA&C by checking the box and select **Next**.
- Submit your payment information for a total payment is **\$77.05** (\$66.05 plus an \$11.00 service fee) the Click **Continue** followed by clicking **Make Payment** at the bottom of the next page.
- After completing the transaction, you will need to:
 1. Select **View and/or print your New Administration Fee Payment Request confirmation page** to save a PDF copy of your receipt.
 2. Select **Complete and/or print your IdentoGO NJ Universal Fingerprint Form**. When completing the form, you will need to enter the following:
 - Originating Agency Number: **NJ930100Z**
 - Category: **EDK**
 - Statute/Reason for Printing: **18A:6-7.2**
 - Document Type: **RB1**
 - Contributor's Case Number: **13-3570**
 3. Use the chart below to choose your Service Code to schedule the appointment.

REASON FOR FINGERPRINTING (Box 4 on the NJ Universal Fingerprint Form)	SERVICE CODE
PUBLIC SCHOOL EMPLOYMENT	2F1FB1
DOE VOLUNTEER	2F151N
SCHOOL BUS DRIVER EMPLOYMENT	2F1GSH

4. Select **Click here to schedule your fingerprinting appointment with MorphoTrust** to schedule a fingerprinting appointment and submit to LiveScan Fingerprinting.

OPTION 2: ARCHIVE APPLICANTS (previously approved by the NJDOE prior to February 2003)

- Select the second option: **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**.
- Enter in your **Social Security Number**.
- Select the first option: **All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools**.
- Enter in your most recent **Process Control Number (PCN)**. There is a link if you need to look it up.
- Enter in required personal information and job category on the **Legal Certification** page. For **School Info**, enter the following:
 - Select County: **Essex (13)**
 - Select District: **Newark (3570)**
 - Select School: **None (000)**
- To continue, read and accept the terms of the AA&C by checking the box and select **Next**.
- Submit your payment information for a total payment is **\$29.75** (\$28.75 plus a \$1.00 service fee) the Click **Continue** followed by clicking **Make Payment** at the bottom of the next page.
- After completing the transaction, save a PDF copy of the **Confirmation Page**.

****FINAL STEP****: Immediately following the completion of the process, please email the PDF copy of either your **Confirmation of Fingerprinting Appointment** (for option 1) or your **Confirmation of Archived Application** (for option 2) and Authorization and Attestation of Applicant for Emergent School Employment to perdiemstaffing@nps.k12.nj.us