

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 *(Those who have never been fingerprinted by the New Jersey Department of Education or were fingerprinted by NJDOE prior to February 2003)*

- Select the first option: **New Administration Fee Request (New Applicants Only)**.
- Enter in your **Social Security Number**.
- Select Option #1: **ALL Job Positions except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools**.
- Enter the 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 **Legal Certification** by checking the box and then select **Next**.
- Submit your initial service fee payment. **There will be an additional fee at the time of your appointment. NOTE: The total cost is approximately \$80. Please visit <https://www.nj.gov/education/crimhist/new.shtml> for the exact cost breakdown as fees are subject to change.**
- **Continue** by clicking **Submit Payment**.
- 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. Select **Click here to schedule your fingerprinting appointment with IdentoGo** to schedule a fingerprinting appointment and submit to Live Scan Fingerprinting. **Reminder: You will be required to pay ANY additional fees at the time of your appointment. Visit <https://www.nj.gov/education/crimhist/new.shtml> for the exact cost breakdown as fees are subject to change.**
 4. **See FINAL STEP at bottom of the page.**

OPTION 2: ARCHIVE APPLICANTS *(Those who were fingerprinted and approved by the New Jersey Department of Education after 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 Option #1: **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)**. Use the link below to locate the most recent approval. <https://homerom6.doe.nj.gov/chrs/app-emp-history>
- Enter the 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 **Legal Certification** by checking the box and select **Next**.
- Submit your payment information, **Click Continue** followed by clicking **Make Payment** at the bottom of the next page. **NOTE: The total cost is approximately \$31. Please visit <https://www.nj.gov/education/crimhist/archive.shtml> for the exact cost breakdown as fees are subject to change.**
- After completing the transaction, save a PDF copy of the **Confirmation Page**.

***** FINAL STEP:** After you attend your fingerprint appointment or pay for an archive, wait 14 days, and revisit the Office of Student Protection's direct website: <https://homerom6.doe.nj.gov/chrs/app-emp-history> to download your fingerprint approval as a PDF and submit to your HRS representative. **You must provide your fingerprint approval; The Newark Board of Education does not receive your fingerprint status automatically.**