Fingerprinting Directions

Click on this link

https://nj.gov/education/crimhist/

Choose this option:

» <u>File Authorization and Make Electronic Payment</u>
(ePayment for initial application, applicants eligible for the Archive process and duplicate approval letters)

Then choose this option:

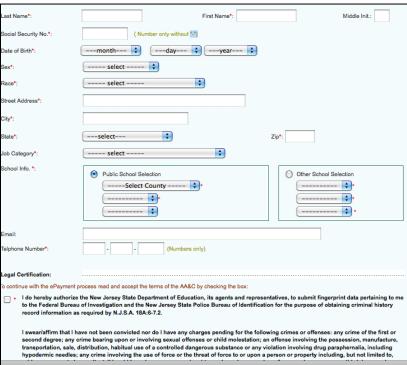
New Administration Fee Request (New Applicants Only)

*If you are Archiving your fingerprints, then choose <u>Archive Applicant Request</u> And you will be asked to put in your social security number. You will be charged \$28.50. Follow the prompts from there.

Then choose this option:

1. <u>All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private</u>
Schools for Children with Disabilities and Charter Schools

Complete a form similar to this:



Then enter in your credit card information and submit (this part charges \$11 to your credit card).

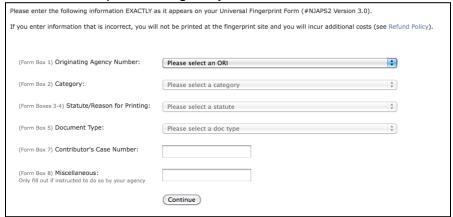
Print a copy of your confirmation page for your files.

Now, click on this link to schedule your fingerprint session:

Please click on the MorphoTrust Inc link to schedule a fingerprinting appointment: www.bioapplicant.com/nj

You will see this screen: | It | See | Note | See | S

When you click "start here" on the above screen, you will complete this screen, using information from the MorphoTrak sheet that the Supt's office gave you.



You will continue completing this form, which goes on to a second page.

Refund Policy | Locations | FAQ | Privacy Statement | Contact Us

When you are thru, you will be assigned an applicant number. Please print out this form to take with you. They will send you home with any other form.

You will enter your credit card number again and this will charge \$62.70 to your credit card. If you are volunteering, you will be charged \$21.44.

Continue with the process of scheduling a date to be fingerprinted. The closest facility to Montvale is Garfield. Select a day on the calendar, then select a time slot by clicking in the light colored slot. Slots that are black are not available (they have already been scheduled by someone else).

Don't forget to bring your completed IdentoGo Morpho Trust Form that you download from the site and a valid photo ID (either passport or Driver's License) to your fingerprinting session.