

## CRIMINAL HISTORY INSTRUCTIONS FOR NEW APPLICANTS

- Please print these instructions before you start so you can refer to them as you complete this process. Pages 2-4 show you exactly what the screens will look like.
- Make sure to have your credit card and your social security number handy.
- Access the Criminal History Review Unit's direct web address to begin the process:  
<https://homeroom4.doe.state.nj.us/chr/>

OFFICE OF STUDENT PROTECTION ePayment

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



- ▶ **New Administration Fee Request (New Applicants Only)**  
File Authorization, make electronic payment and print IdahoGO 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 Payment Confirmation**

[Web Site](#)

- Click on "[New Administration Fee Request \(New Applicants Only\)](#)", the first arrow.
- Enter your social security number.

NEW APPLICATION REQUEST - Social Security Check For Eligibility

Please Enter Your Social Security Number for Eligibility:


SSN:  -  -

- The next screen displays four (4) options as to the job position(s) and employer. 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.**"

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.

- Complete the requested applicant information with your personal data. The following are important:

State	New Jersey
Job Category	Substitute Teacher (04)
Sponsors	STOCKTON UNIVERSITY (017300001)



**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\*:

Race\*:

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\*:

Eye Color\*:

Street Address\*:

City\*:

State\*: NEW JERSEY  Zip\*:

Applicant Email\*:

Applicant Phone Number\*:  -  -  (Numbers only)

Job Category\*: Substitute Teacher (04)  Position Name (Position Code)

School Info. \*:  Public School Selection  Other School Selection

Contractor/Vendor  Sponsors

**Legal Certification:**

To continue with the ePayment process read and accept the terms of the AA&C by checking the box:

I do hereby authorize the New Jersey State Department of Education, its agents and representatives, to submit fingerprint data pertaining to me to the Federal Bureau of Investigation and the New Jersey State Police Bureau of Identification for the purpose of obtaining criminal history record information as required by N.J.S.A. 18A:6-7.2 or N.J.S.A. 18A:12-1.2 or N.J.S.A. 18A:39-19.1.

I swear/affirm that I have not been convicted nor do I have any charges pending for the following crimes or offenses: any crime of the first or second degree; any crime bearing upon or involving sexual offenses or child molestation; any crime of the fourth degree involving a victim who is a minor; an offense involving the possession, manufacture, transportation, sale, distribution, habitual use of a controlled dangerous substance or any violation involving drug paraphernalia, including hypodermic needles; any crime involving the use of force or the threat of force to or upon a person or property including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder, any crime of possessing weapons; a third degree crime as set forth in Chapter 20 of Title 2C (theft); recklessly endangering another person, terroristic threats, criminal restraint, luring or enticing child into motor vehicle, structure, or isolated area; causing or risking widespread injury or damage; criminal mischief, burglary, usury, threats and other improper influence, perjury and false swearing, resisting arrest, escape; bias intimidation; any conspiracy to commit or attempt to commit any of the crimes described in this act.

(\*: Required fields)

Please carefully review and verify the input information above, then click the "Next" button to go to the payment section:

- Proceed to the Legal Certification. To continue with the ePayment process, read and accept the terms of the AA&C by checking the box. Click **"Next."** (See page 3 on this handout)
- Please complete the required payment information. There is a \$10.00 administrative fee for the department to process the request and issue an approval letter. 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.
- There will be two links on the next page.
  - Click on the first one to save a copy of the payment you just made.
  - Click on the second to make your fingerprint appointment.
- Next page: click on the first link and put your information in. Then the zip code where you would like to go for the prints. Near Stockton is the Identogo in Linwood, so enter "08205" as the zip code. Schedule your appointment.
- You might need the following information in a drop-down menu to register:

When you get to your appointment, you will be asked:

- What are you applying for: substitute teacher (04)
- Who is requesting these prints (Contributor's case number): STOCKTON UNIVERSITY (017300001)

About a week after your fingerprint appointment, start checking here: [Office of Student Protection Status](#)  
It should look like this:

Please  this document using landscape orientation.

### Applicant Approval Employment History

Name: [REDACTED]  
 SSN: X  
 Date of Birth: [REDACTED]  
 Number of Approvals: 4

List of all Approval(s) Issued by the NJ Dept. of Education Office of Student Protection, as of 02/17/2025

Approval Date	County Code	District Code	School Code	Contractor Code	Job Position	Transfer Date
10/01/2014	01	1790	000	0000	VOLUNTEER	<span style="background-color: blue; color: black;">[REDACTED]</span>
02/17/2010	01	3720	000	0000	SUBSTITUTE TEACHER AIDE	10/28/2011
02/17/2010	01	1690	000	0000	SUBSTITUTE TEACHER	495319014576

- Click on the "print" button in upper left corner
- Print or save as PDF.
- Upload to Blackboard course.