



Fingerprinting and Criminal History Background Check Directions

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All prospective New Jersey Substitute Teachers for Educator On Call are required to complete a Criminal History Background record check.

Select "Other School Selection"

County – Essex (14) **District** - Newark City (3570)

School - Merit Prep CS of Newark (974)

Visit the State of New Jersey Board of Education Criminal History Review webpage at:

<http://www.nj.gov/education/educators/crimhist/>

NEW APPLICANTS ONLY

1. Select "File Authorization and Make Electronic Payment for Criminal History Record Check".
2. Select "New Administration Fee Request (New Applicants Only)".
3. Select one of the four (4) options depending on job position and employer (most often #1).
4. Complete all three (3) steps, make electronic payment of \$11.00, and print your confirmation receipt.
5. Complete and print the Identogo NJ Universal fingerprint form and make the required payment of \$67.20 with a credit or debit card.
6. Schedule a MorphoTrust fingerprinting appointment.
7. After the fingerprinting appointment, the applicant should submit a copy of the receipt to Documents@educatorsoncall.org.



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APPLICANTS PREVIOUSLY FINGERPRINTED

1. Select “File Authorization and Make Electronic Payment for Criminal History Record Check”.
2. Select “Archive Application Request (Applicants Previously Fingerprinted)”.
3. Enter your Social Security Number and click the Continue Button.
4. Follow the remaining instructions.

If you are eligible for the “Archive Submission Process”, you will pay a reduced fee of \$33.00, including the \$10.00 Administrative Fee and a \$1.00 convenience fee charged by NICUSA.

ALL APPLICANTS

In approximately 3-4 weeks, an Approval Letter will be sent to the applicant’s home address. A copy of that **letter with a Blue Seal** must be submitted to Educators On Call ***before beginning employment.***

Please contact the Recruitment Manager with any questions at 888-248-4801 or e-mail Documents@educatorsoncall.org.