

Millstone Township School District

5 Dawson Court, Millstone Township, NJ 08535



PROCEDURES FOR VOLUNTEER FINGERPRINTING & CRIMINAL HISTORY BACKGROUND CHECK

- Please follow attached Criminal History Record Check Instructions.
- To schedule an appointment, you will need the information on the attached MorphTrak Form. Please bring this form with you to your appointment.
- Once you are fingerprinted, save all receipts and proof of fingerprinting.
- Fill out the attached Request for Reimbursement for Volunteer Fingerprinting Form and return form and all receipts to the Board of Education Office.
- You will receive notification when your fingerprints have cleared. Please forward the original letter of clearance to the Board Office.
- Once your clearance letter is received by the Board Office, you will be placed on the Board of Education agenda for approval.

Criminal History Record Check Instructions For Online Filing to Access New Administrative Fee, Archive Submission Process, Duplicate Approval Letters, Transfer Requests and ePayment AA&C Receipt Reprint Requests.

THE EMPLOYING EDUCATIONAL FACILITY OR AUTHORIZED SCHOOL BUS CONTRACTOR IS STATUTORILY RESPONSIBLE TO ASSURE THE APPLICANT/ EMPLOYEE OR CONTRACT SERVICE PROVIDER EMPLOYEE COMPLETES THE CRIMINAL HISTORY RECORD CHECK PROCESS PRIOR TO EMPLOYMENT. THEY MUST PROVIDE THE INDIVIDUAL WITH THE COUNTY, DISTRICT, CONTRACTOR AND/OR SCHOOL CODES; MORPHOTRAK UNIVERSAL FORM AND INSTRUCTIONS ON ACCESSING THE E-PAYMENT PROCESS. UPON COMPLETION OF THIS PROCESS, THE APPLICANT MAY ACCESS MORPHOTRAK THROUGH A LINK ON THE E-PAYMENT PROCESS CONFIRMATION PAGE.

SECTION I. PURPOSE

The purpose of this directive is to clarify and establish the policy and procedure for conducting a Criminal History Record Check.

The enabling statutes governing Criminal History Record Checks, N.J.S.A. 18A:6-7.2, N.J.S.A. 18A:39-19.1, N.J.S.A. 18A:6-4.14, and N.J.S.A. 18A:12-1.2 mandates that no Criminal History Record Check shall be conducted without the written authorization and legal certification of the applicant/employee. The practice of allowing the applicant/employee to contact the private vendor (MorphoTrak), schedule an appointment, undergo LiveScan fingerprinting, and undergo a Criminal History Record Check prior to the submission of the necessary authorization, legal certification, and \$10.00 Administrative Fee IS A VIOLATION OF THAT STATUTE.

Therefore, effective immediately, all new applicants and school bus drivers applying for initial school bus endorsement must submit their Initial Application Request through the e-Payment On-Line Application Process available through the Department of Education website prior to reporting to MorphoTrak and submitting to LiveScan fingerprinting.

This directive shall additionally establish the procedure to be followed for incumbent employees to request the following documents from the Criminal History Review Unit:

- Duplicate Approval Letters
- Transfers (Only Substitute Employees & School Bus Drivers)
- e-Payment AA&C Receipt Reprints

SECTION II. PROCESS

A. The process of applying for an Initial Application Request is in the following order:

- 1) Completion and submission of the e-Payment On-Line Applicant Authorization and Certification (AA &C) Initial Application Request. The procedure is listed below in Section III/Subsection A.

Criminal History Record Check Instructions For Online Filing to Access New Administrative Fee, Archive Submission Process, Duplicate Approval Letters, Transfer Requests and ePayment AA&C Receipt Reprint Requests.

- 2) Scheduling an appointment with MorphoTrak and submitting to LiveScan Fingerprinting.
- B. The process of applying for an Archive Application Request (*for persons meeting eligibility requirements listed below) is as follows:
 - 1) Completion and submission of the e-Payment On-Line Applicant Authorization and Certification (AA&C) Archive Application Request. The procedure is listed below in Section III/Subsection B.

SECTION III. PROCEDURE

A. New Administration Fee Request (Initial Applicants)

(For New Applicants and School Bus Drivers Applying for Initial School Bus Endorsement)

Step 1: Access the Criminal History Review Unit's direct Web address to begin the process. The Web address is: https://homeroom3.state.nj.us/chr/chr_start.jsp. This will give you direct access to the Criminal History Review e-Payment Process: **On-Line Applicant Authorization and Certification (AA&C)**

That screen will display 5 (five) options:

1. **New Administration Fee Request (Initial Applicants)**
2. **Archive Application Request (Applicants Previously Fingerprinted & Approved Subsequent to February 2003)***
3. **Duplicate Approval Letter Request**
4. **Transfer Request (Only Substitutes & School Bus Drivers are eligible)**
5. **e-Payment Applicant Authorization & Certification (AA&C) Receipt Reprint Request**

Select Option #1: "New Administration Fee Request (Initial Applicants)"

Step 2: **Applicant Authorization and Certification (AA&C) Initial Application Request.**

This screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to next screen.

1. **All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Children with Disabilities and Charter Schools**
2. **All School Bus Drivers and Bus Aides for Public Schools, Private Schools for Children with Disabilities, Charter Schools and Authorized School Bus Contractors**

Criminal History Record Check Instructions For Online Filing to Access New Administrative Fee, Archive Submission Process, Duplicate Approval Letters, Transfer Requests and ePayment AA&C Receipt Reprint Requests.

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 a Motor Vehicle "S" Endorsement.

Step 3: APPLICANT INFORMATION: Complete the requested applicant information (to include the county/district/school/contractor code numbers furnished to you by your employer) and proceed to the Legal Certification. In order to continue with the e-Payment process, read and accept the terms of the AA&C by checking the box.

Step 4: PAYMENT: 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, Official Payment Corp. (OPC) for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

The individual **MUST** click the "submit" button only **one time** to complete the transaction. After completing the transaction, the individual must print a copy by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.

Step 5: FINGERPRINTING: Access the MorphoTrak Web page at WWW.bioapplicant.com, schedule a fingerprinting appointment, and submit to LiveScan Fingerprinting. (The county/district/school/contractor codes required to complete the MorphoTrak forms will be supplied to you by your employer on the MorphoTrak Universal Form)

B. Archive Application Request

(For Current Employees Seeking New Employment with an Educational Facility or School Bus Drivers Renewing Their Driver's License)

Step 1: Access the Criminal History Review Unit's direct Web address to begin the process. The Web address is: https://homerom3.state.nj.us/chr/chr_start.jsp. This will give you direct access to the Criminal History Review e-Payment Process: **On-Line Applicant Authorization and Certification (AA&C)**

That screen will display 5 (five) options:

1. New Administration Fee Request (Initial Applicants)

Criminal History Record Check Instructions For Online Filing to Access New Administrative Fee, Archive Submission Process, Duplicate Approval Letters, Transfer Requests and ePayment AA&C Receipt Reprint Requests.

2. Archive Application Request (Applicants Previously Fingerprinted & Approved Subsequent to February 2003)*
3. Duplicate Approval Letter Request**
4. Transfer Request (Only Substitutes & School Bus Drivers are eligible)
5. e-Payment Applicant Authorization & Certification (AA&C) Receipt Reprint Request

Select Option #2: "Archive Application Request (Applicants Previously Fingerprinted & Approved Subsequent to February 2003)**"

Step 2: Enter Social Security Number for Eligibility. If the Criminal History Record Check System determines the employee is eligible to undergo the Archive Application Request Process, go to **Step 3**. If the Criminal History Record Check System determines the employee to be ineligible to undergo the Archive Application Request Process, the reason for ineligibility will be explained and the employee will be prompted to contact the Criminal History Review Unit, via telephone, to obtain information as to corrective action to be taken in order to become eligible for the Archive Application Request Process, if necessary.

Step 3: Applicant Authorization and Certification (AA&C) Archive Application Request.

This screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to next screen. *NOTE: You must have been previously printed through the Department of Education subsequent to February 21, 2003 and the state fingerprint image retained by the State Bureau of Identification to access the Archive Process.

1. All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Children with Disabilities and Charter Schools
2. All School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Children 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 a Motor Vehicle "S" Endorsement.

Step 4: APPLICANT INFORMATION: Complete the requested applicant information and proceed to the Legal Certification. In order to continue with the e-Payment process, read and accept the terms of the AA&C by checking the box.

Criminal History Record Check Instructions For Online Filing to Access New Administrative Fee, Archive Submission Process, Duplicate Approval Letters, Transfer Requests and ePayment AA&C Receipt Reprint Requests.

Step 5: PAYMENT: Please complete the required payment information. There is a \$35.30 fee for the department to process the request and issue an approval letter, which includes the Administrative Fee. There will also be an additional \$1.00 convenience fee charged by the private vendor, Official Payment Corp. (OPC) for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

The individual **MUST** click the "submit" button only one time to complete the transaction. After completing the transaction, the individual must print a copy of the receipt by clicking the print button in the upper right corner of the page and present a copy to the employing entity.

*Employees eligible for the Archive Submission Process are not required to schedule an appointment with MorphoTrak and submit to LiveScan Fingerprinting.

C. Duplicate Letter Request

(For Current Approved Employees Seeking a Duplicate Approval Letter)

Step 1: Access the Criminal History Review Unit's direct Web address to begin the process. The Web address is: https://homeroom3.state.nj.us/chr/chr_start.jsp. This will give you direct access to the Criminal History Review E-Payment Process: **On-Line Applicant Authorization and Certification (AA&C)**

That screen will display 5 (five) options:

1. **New Administration Fee Request (Initial Applicants)**
2. **Archive Application Request (Applicants Previously Fingerprinted & Approved Subsequent to February 2003)***
3. **Duplicate Approval Letter Request****
4. **Transfer Request (Only Substitutes & School Bus Drivers are eligible)**
5. **ePayment Applicant Authorization & Certification (AA&C) Receipt Reprint Request**

Select Option #3: "Duplicate Approval Letter Request**"

Step 2: APPLICANT INFORMATION: Complete the requested applicant information and proceed to the e-Payment process.

Step 3: PAYMENT: Please complete the required payment information. There is a \$5.00 fee for the department to process the duplicate approval letter request and issue a duplicate approval letter. There will also be an additional \$1.00 convenience fee charged by the private vendor, Official

Criminal History Record Check Instructions For Online Filing to Access New Administrative Fee, Archive Submission Process, Duplicate Approval Letters, Transfer Requests and ePayment AA&C Receipt Reprint Requests.

Payment Corp. (OPC) for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

The individual **MUST** click the "submit" button only **one time** to complete the transaction. After completing the transaction, the individual can print a copy of the receipt by clicking the print button in the upper right corner of the page.

D. Transfer Request

(For Currently Approved School Bus Drivers & Substitute School Employees Transferring Employment to a New Employer.)

Step 1: Access the Criminal History Review Unit's direct Web address to begin the process. The Web address is: https://homeroom3.state.nj.us/chr/chr_start.jsp. This will give you direct access to the Criminal History Review E-Payment Process: **On-Line Applicant Authorization and Certification (AA&C)**

That screen will display 5 (five) options:

1. **New Administration Fee Request (Initial Applicants)**
2. **Archive Application Request (Applicants Previously Fingerprinted & Approved Subsequent to February 2003)***
3. **Duplicate Approval Letter Request****
4. **Transfer Request (Only Substitutes & School Bus Drivers are eligible)**
5. **ePayment Applicant Authorization & Certification (AA&C) Receipt Reprint Request**

Select Option #4: **"Transfer Request (Only Substitutes & School Bus Drivers are eligible)"**

Step 2: Enter Social Security Number for Eligibility. If the Criminal History Record Check System determines the employee is eligible to undergo the Transfer Request Process go to **Step 3**. If the Criminal History Record Check System determines the employee to be ineligible to undergo the Transfer Request Process the reason for ineligibility will be explained and the employee will be prompted to contact the Criminal History Review Unit, via telephone, to obtain information as to corrective action to be taken in order to become eligible for the Transfer Request Process, if necessary.

Step 3: The screen will display 2 (two) options:

1. **For Non-Bus Driver**

Criminal History Record Check Instructions For Online Filing to Access New Administrative Fee, Archive Submission Process, Duplicate Approval Letters, Transfer Requests and ePayment AA&C Receipt Reprint Requests.

2. For Bus Driver

Select the Option for the position for which you are requesting the transfer.

Step 4: APPLICANT INFORMATION: Complete and submit the requested applicant information. **NOTE: NO PAYMENT IS REQUIRED FOR THE TRANSFER REQUEST PROCESS.** Upon successful submission of the Applicant Information, a Verification & Confirmation Form will be generated for the applicant to copy and maintain for their records.

E. ePayment Applicant Authorization & Certification (AA&C) Receipt Reprint Request

(For employees requiring a reprinting of their Applicant Authorization & Certification (AA&C) e-Payment receipt(s))

Step 1: Access the Criminal History Review Unit's direct Web address to begin the process. The Web address is: https://homeroom3.state.nj.us/chr/chr_start.jsp. This will give you direct access to the Criminal History Review E-Payment Process: **On-Line Applicant Authorization and Certification (AA&C)**

That screen will display 5 (five) options:

1. **New Administration Fee Request (Initial Applicants)**
2. **Archive Application Request (Applicants Previously Fingerprinted & Approved Subsequent to February 2003)***
3. **Duplicate Approval Letter Request****
4. **Transfer Request (Only Substitutes & School Bus Drivers are eligible)**
5. **e-Payment Applicant Authorization & Certification (AA&C) Receipt Reprint Request**

Select Option #5: "e-Payment Applicant Authorization & Certification (AA&C) Receipt Reprint Request"

Step 2: The "Receipt Reprint Request" screen will appear requiring the applicant to provide their Social Security Number and Date of Birth. Upon submission of this information click "Continue."

Step 3: The system will present to the applicant all past e-Payments made to the Department of Education. The applicant will then click on the past e-Payments for which they require receipt reprints and submit these request(s). **NOTE: NO PAYMENT IS REQUIRED FOR THE e-PAYMENT RECEIPT REPRINT PROCESS.**

Formerly Sagem Morpho Inc

(1) Originating Agency Number (ORI #) NJ930100Z		(2) Category EDV		(3) Statute Number 18A:6-7.2	
(4) Reason for Fingerprinting DOE Volunteer			(5) Document Type VB1		(8) Payment information Volunteer/Student Teacher pays the fee of \$26.00
(7) Contributor's Case # (Unique Identifier) 253200				(8) Miscellaneous	
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number () -		(13) Social Security Number	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden Name (If married female)		(18) Place of Birth (U.S. State -for US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address					
Address		City		State	Zip
(21) Gender (Select one) Male () Female () Both ()	(22) Hair Color (Indicate most predominant color, one only)	(23) Eye Color	(24) Race (Select One) A Asian/ Pacific Islander (includes Asian Indian) B Black W White (Includes Hispanic/ Spanish Origin) U Unknown I American Indian / Alaska Native		
(25) Occupation	(26) Employer (Name) Millstone Township Board of Education Employer Address 5 Dawson Court City Millstone Township State NJ Zip 08535				

APPLICANT INFORMATION - READ THIS FORM CAREFULLY AND FOLLOW ALL INSTRUCTIONS TO COMPLETE THE FINGERPRINT PROCESS. You MUST present this completed form at your appointment to be FINGERPRINTED. NO EXCEPTIONS ALLOWED. Applicants without forms or with incomplete forms will not be printed.

IDENTIFICATION IS REQUIRED- ACCEPTABLE ID REQUIREMENTS -ID MUST include Photo, Name, Address (Home/ Employer) and Date of Birth. Acceptable ID MUST be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid Photo Drivers License or Valid Photo ID issued by any State DMV or NJ MVC, 2) Passport. Acceptable ID MUST meet all of the underlined requirements above and MUST be present on one (1) ID. Combinations of documents are NOT acceptable. If acceptable ID is not presented you will not be fingerprinted.

For applicants who are required to pay for their own fingerprinting fees, payment is required at the time of scheduling. Payment may be made with a credit card or electronic debit from a checking account. Remember your account will automatically be debited. An \$11 fee is charged to cover the cost of a scheduled appointment for applicants who do not cancel/reschedule by noon on the business day prior to your scheduled appointment (Saturday noon for Monday appointments). All appointments can be canceled/rescheduled via the web without penalty if cancellation requirements are met. The \$11 fee will also apply for applicants who are turned away from the printing sites due to the inability to present proper ID, who fail to present this completed Universal Fingerprint Form provided to you by your requesting agency or employer, or who are turned away because information on this form does not match the information provided during the scheduling process. You will be refunded State and Federal search fees only.

Appointment scheduling is available via the web at www.bioapplicant.com/nj, 24 hours per day, 7 days per week. For applicants who do not have web access, appointments can be made by contacting us toll free at (877) 503-5981 on a first call, first served basis Monday through Friday, 8:00 AM to 5:00 PM EST and Saturday, 8:00 AM to 12 noon EST. English and Spanish speaking operators are available. Hearing impaired scheduling is available at (800) 673-0353. ONLY applicants who schedule through the call center can make payment by money order at the fingerprint site. No other form of payment is accepted at the fingerprint site.

Your APPLICANT ID, Site, Date, Time of your appointment, and payment authorization will be confirmed by the call center agent or web confirmation when scheduling is complete. You must record this information in the appropriate blocks below while speaking with the operator. If you appear for fingerprinting at a site where you are not scheduled or on a different date and time, you will be turned away and not fingerprinted. If applicable, you may incur the \$11 appointment fee.

Your PCN number will be recorded when your fingerprinting has been completed. You MUST retain a copy of the form and a copy of the receipt provided to you by the Fingerprint Technician for your records. **NO RECEIPTS WILL BE PROVIDED AFTER THE DATE OF PRINTING.**

Applicant ID No.	Scheduled Site/ Date/ Time	PYMT Authorization	PCN
Agency Information #1		Agency Information #2	

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM

Millstone Township School District
5 Dawson Court, Millstone Township, NJ 08535



REQUEST FOR REIMBURSEMENT FOR VOLUNTEER FINGERPRINTING

Name: _____

Address: _____

Phone: _____

In which building will you be volunteering? (Please check all that apply)

_____ Primary

_____ Elementary

_____ Middle

PLEASE SIGN AT (x) AND RETURN TO THE BOARD OF EDUCATION BUSINESS OFFICE

This certification must be signed:

I do solemnly declare and certify under the penalties of the law that the within is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in conjunction with the above claim; that the amount herein stated is justly due and owing, and that the amount charged is a reasonable one.

Signature

Date

FOR BOARD OF EDUCATION USE:

Business Administrator/Board Secretary

Date

PO Number

Account Number

1-877 NJ ABUSE

Make The Call, Help A Child

All reports of child abuse and neglect, including those occurring in institutional settings such as child care centers, schools, foster homes and residential treatment centers, must be reported to the State Central Registry (SCR). This is a toll-free, 24-hour, seven-days-a-week hotline.

Child Abuse Hotline (State Central Registry)

1-877 NJ ABUSE

(1-877-652-2873)

TTY 1-800-835-5510

State Police Must Be Called at the Same Time

State Police (609) 584-5000

REPORTING CHILD ABUSE

The State Central Registry (SCR), is the centralized call center to report child abuse and neglect - **1-877 NJ ABUSE**. "The Hotline" is toll free, and is accessible 24-hours per day, 7 days a week, and 365 days per year. SCR screeners obtain relevant information from callers and forward reports requiring field response to the appropriate Division of Youth and Family Services (DYFS) Local Office, Institutional Abuse Investigation Unit (IAIU), or after-hours response workers, Special Response Unit (SPRU). The role of the screener includes conducting background checks and searching existing databases to provide accurate and thorough information to the assigned field worker. When suitable, SCR screeners dispose of calls by making referral or warm line transfer to appropriate community-based services to support the family.

SCR is staffed with professional screeners, speaking both English and Spanish and having access to a language bank of interpreters with knowledge of more than 130 additional languages. SCR is also equipped with TTY lines for callers who are hearing-impaired (TTY 1-800-835-5510) in order to assure accessibility to each potential caller.

How and When to Report Child Abuse / Neglect

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as 1-877 NJ ABUSE. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

(Child abuse continued)

What information will I be asked to provide to the hotline screener?

SCR screeners are trained caseworkers who know how to respond to reports of child abuse/neglect. Whenever possible, a caller should provide all of the following information:

- **Who:** The child and parent/caretaker's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
- **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
- **When:** When the alleged abuse/neglect occurred and when you learned of it.
- **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
- **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

Do callers have immunity from civil or criminal liability?

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

Is it against the laws of New Jersey to fail to report suspected abuse/neglect?

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person and subject to a fine of up to \$1000 or up to six months imprisonment, or both.

What happens after I make the call?

When a report indicates that a child may be at risk, an investigator from the Division of Youth and Family Services will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.
