

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.

Originating Agency #: NJ9301002	
Statue Number: NJSA 18a:6-7.2	
Case #:	80-6081-967
Category: EDK	Document Type: RB1

Finger Print Location Address:  
  
1090 King Georges Post Rd., Ste. 108, Edison, NJ 08837  
PROCEDURE  
  
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: <http://www.nj.gov/education/educators/crimhist/>. 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. (pick option #1)

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

Step 3: **APPLICANT INFORMATION:** Complete the requested applicant information

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.

A. Archive Application Request

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](https://homeroom3.state.nj.us/chr/chr_start.jsp)

Select Option #2: “Archive Application Request (Applicants Previously Fingerprinted & Approved Subsequent to February 2003)\*” THEN:  
Select Option #1

**YOU CAN ALSO USE THIS SITE TO REQUEST:** **DUPLICAT LETTER** , **TRANSFER** (Substitute School Employees Only); **ePayment Applicant Authorization & Certification (AA&C)** Receipt Reprint Request