

Glassboro Public Schools

Procedures for Volunteer Fingerprinting & Criminal History Background Check

The State of New Jersey has partnered with MorphoTrust to provide livescan fingerprinting for any individuals seeking public school employment.

Unpaid volunteers WILL be reimburses for the cost of the processing including any administrative fees.

How to Complete the Fingerprinting Process

1. Applicants must submit their Applicant Authorization and Certification by going to the Criminal History website at <http://www.nj.gov/education/educators/crimhist>
2. Click on the line "**File Authorization and Make Electronic Payment for Criminal History Record Check**". Click the first choice, "**New Administration Fee Request (New Applicants Only)**".
3. Select the first choice, "**All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools**".
4. Complete the Applicant Authorization and Certification (AA&C) form, specifying Job Category, and make the required administrative fee payment with a credit or debit card, the cost will be \$11.00. This fee includes a \$10.00 Criminal History Review Processing fee, plus a \$1.00 service provider fee. 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.

Information for the "School Info" Section on the AA&C:

- **Job Category:** Volunteer
- **County:** Gloucester (15)
- **District:** Glassboro (1730)

In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box.

5. After the Administrative fee has been approved, three choices will be presented:

1. View and print Authorization and Certification (AA&C) Confirmation page
2. Complete the blocks on the IdentoGO NJ Universal Fingerprint form that have not been pre-populated, and then print the IdentoGO form.
3. Schedule MorphoTrust fingerprinting appointment.

Select the first option "View and/or print your New Administration Fee Payment Request confirmation page" and print a copy of the receipt by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.

Next select the second option "Complete and/or print your IdentoGO NJ Universal Fingerprint Form" to complete the IdentoGO NJ Universal Fingerprint Form. After the form is complete, you must click on the "Submit" button at the bottom of the page. When the form has been submitted, you must view and print the IdentoGO NJ Fingerprint Form and present it to MorphoTrust at the time of LiveScan fingerprinting.

Access the MorphoTrust web page by selecting the third option "Click here to schedule your fingerprinting appointment" to schedule a fingerprinting appointment and submit to LiveScan Fingerprinting.

6. Upon scheduling an appointment to be LiveScan Fingerprinted using the link provided, there will be a MorphoTrust fee of \$21.91. Print the IdentoGo form and present it to the MorphoTrust at time of LiveScan fingerprinting appointment.

Should you have any questions regarding the fingerprinting process please contact Alyssa Heil, Human Resources Generalist at aheil@gpsd.us.