



## NEW APPLICANTS APPLYING FOR CRIMINAL HISTORY REVIEW (CHR)

Ridgewood District Code: 4390    Bergen County Code: 03  
Service Code for Public School Employment: 2F19ZQ

**Note: a Microsoft internet browser like Internet Explorer or Edge is recommended. All other operating systems and internet browsers are unreliable with this program. Do not use Smart phones, tablets, iPads or other mobile devices.**

1. Access the Criminal History Review's New Applicant Process, <https://homeroom4.doe.state.nj.us/chr/>
2. Select the first option: "**New Administration Fee Request (New Applicants Only).**"
3. Enter your Social Security number to ascertain whether you are eligible for the process. Click "**Continue.**"
4. If you are eligible for the process, the screen will display four (4) options as to the job position(s) and employer. Please select: **All job positions, except school bus drivers and bus aides, for public schools, private schools for students with disabilities and charter schools;**
5. Complete the requested applicant information to include the county (Bergen = 03) and district (Ridgewood = 4390) and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form (AA&C) by checking the box.
6. 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. Accepted methods of payment are Visa, MasterCard, American Express or Discover credit cards.
7. You **must** click the "**Make Payment**" button only **one time** to complete the transaction. After completing the transaction, you will be presented with three required steps:
  - a. View and/or print your New Administration Fee Payment Request confirmation page;
  - b. Complete and/or print your IdentoGO NJ Universal Fingerprint Form;
  - c. Click here to schedule your fingerprinting appointment with MorphoTrust
8. 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.
9. Next select the second option: "**View and/or print your IdentoGO NJ Universal Fingerprint Form.**" You must print the IdentoGO NJ Fingerprint Form and fill in the boxes for height, weight, maiden name (if applicable), place of birth, country of citizenship, hair color, and eye color and present it to MorphoTrust at the time of LiveScan fingerprinting.
10. Access the MorphoTrust web page by selecting the third option "**Click here to schedule your fingerprinting appointment with MorphoTrust**" or call 1-877-503-5981 to schedule a fingerprinting appointment. **The fee for a new applicant requiring the state and federal criminal history record check is \$66.05 which is payable at the time of scheduling to Idemia.**
11. In about two weeks, you will be able to view and print your "**Applicant Approval Employment History**" by accessing the Office of Student Protection Status Website, or <https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history>



## ARCHIVE APPLICANTS APPLYING FOR CRIMINAL HISTORY REVIEW (CHR)

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If you were fingerprinted and approved by Criminal History Review after February 2003, and are changing school districts, you are an archive applicant.

1. Access the [Archive Process](https://nj.gov/education/crimhist/archive.shtml), <https://nj.gov/education/crimhist/archive.shtml>
2. Select the second option: **"Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)."**
3. Enter your Social Security number to ascertain if you are eligible for the process. Click **"Continue."**
4. Select the first option: *All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools.*
5. Complete the requested applicant information to include the county (Bergen = 03); District (Ridgewood = 4390) and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box. Click **"Next"**
6. Submit your credit card payment. Total payment is \$29.75 which includes the \$1.00 convenience fee charged by the private vendor). Click **"Continue"** and then click **"Make Payment"** at the bottom of the next page.
7. The Payment Confirmation page will state **"Your ePayment transaction has been processed successfully."** Print a copy of this receipt.
8. In about two weeks, you will be able to view and print your **"Applicant Approval Employment History"** by accessing it on the [Office of Student Protection website](https://www.nj.gov/education/crimhist/), <https://www.nj.gov/education/crimhist/> Provide a copy to your employer.