

**West Orange Board of Education
Human Resources Department
Fingerprinting and Criminal History Background Check Directions**

Employment

All prospective employees of the West Orange Board of Education are required to complete a criminal history background record check. Please use the county code and district code for West Orange:

COUNTY CODE: 13 (Essex) DISTRICT CODE: 5680 (West Orange)

Visit the State of New Jersey Board of Education Criminal History Review Page at:
<http://www.nj.gov/education/educators/crimhist/>

NEW APPLICANTS ONLY

Select “File Authorization and Make Electronic Payment for Criminal History Record Check”

Select “New Administration Fee Request (New Applicants Only)”

Then select one of the four (4) options depending on job position and employer (most often #1)

Complete all 3 steps, make electronic payment of \$11.00 and print your confirmation receipt

Complete and print the Identogo NJ Universal fingerprint form and make the required payment of \$62.70 with a credit or debit card

Schedule a MorphoTrust fingerprinting appointment

After the fingerprinting appointment, the applicant should submit a copy of the receipt to Human Resources

APPLICANTS PREVIOUSLY FINGERPRINTED: (For public school employment since February 2003)

Select “File Authorization and Make Electronic Payment for Criminal History Record Check”

Select “Archive Application Request (Applicants Previously Fingerprinted)”

Enter your Social Security Number and Click the Continue button

Follow the remaining instructions

If you are eligible for the “Archive Submission Process” you will pay a reduced fee of \$27.50, which includes the \$11.00 administrative fee (\$10.00 goes to the Department of Education and a \$1.00 goes to NICUSA).

Please contact the Human Resources Department with any questions at 973-669-5400 ext. 20548 or email at kstecher@westorangeschools.org

**Criminal History Review
MorphoTrust Information Sheet**

Employment

Please follow the instructions below for completing the IdentoGo fingerprinting form:

- (1) Originating Agency Number (ORI #): **NJ930100Z**
- (2) Category **EDK**
- (3) Statute Number: **18A:6-7.2**
- (4) Reason for Fingerprinting: **Public School Employment**
- (5) Document Type: **RB1 or (VB1 for Student Teachers Only)**
- (6) Payment Information: **Applicant pays the fee of \$62.70**
- (7) Contributor's Case #: **13-5680**
- (8) Miscellaneous: **Leave Blank**
- (9-24) Personal Information
- (25) Occupation: Please use one of the following to describe the position you are seeking

Administrator

Classroom Teacher

Educational Support Services (Certificated)

Substitute Teacher

Teacher Aide

Custodial/Maintenance

Clerical/Secretarial

Food Services

Security

- (26) Employer Information: **Employer:** West Orange Board of Education
Street Number: 179
Street Name: Eagle Rock Avenue