

FINGERPRINT INFORMATION AND INSTRUCTIONS

Fingerprint Location: MORPHO TRAK
629 Wood St
Suite 205
Vineland NJ 08360

The following must submit their request through the online process:

- New Applicants
- Current Employees Transferring Districts
- Bus Drivers applying for initial school bus endorsement
- Bus Drivers renewing their driver's license

Step 1: Complete the "APPLICANT AUTHORIZATION AND CERTIFICATION" form for written authorization for the department to conduct the criminal history record check

- Go online to <http://www.nj.gov/education/educators/crimhist/>
- Click on Criminal History Record Check On-Line Fee Payment
- Click on the selection that applies to you:
 - New Administration Fee Payment Request
 - Archive Application Request
- Click on the selection that applies to you:
 - All job positions, **except** School Bus Drivers and Bus Aides, **for Public Schools**, Private Schools for Children with Disabilities and Charter Schools
 - All School Bus Drivers and Bus Aides, **for Public Schools**, Private Schools for Children with Disabilities, Charter Schools and Authorized School Bus Contractors
- Complete the form with all of your basic information. Where it asks for job category, please make sure you select the appropriate title. Where it asks for School Info, select Public School and fill in the boxes with the following:
 - Select county: CUMBERLAND (11)
 - Select district: VINELAND CITY (5390)
- Check the box authorizing the NJ State Dept of Education to submit your information for criminal history review and that you swear/affirm that you haven't been convicted of any of the charges listed and click "NEXT"

Step 2: Complete the "NEW ADMINISTRATION FEE PAYMENT REQUEST"

- There is a \$10.00 administrative fee for the Criminal History Review Unit to process your criminal history record check. Methods of payment are Visa, Mastercard, American Express or Discover credit cards and there is a \$1.00 convenience fee charged by the private vendor, Official Payment Corp. (OPC) for processing the credit card information
- Fill in your appropriate credit card information and click "NEXT"

A page will appear with all of your information that you have entered to this point. Please review carefully, make sure all information is accurate and click "SUBMIT"

- **After completing the transaction you will need to print a copy for the Personnel Dept.**

Step 3: Schedule your fingerprinting appointment with MORPHO TRAK at the location noted at the top of the page by calling 1-877-503-5981 to make your appointment and pay by money order when you go or go online to www.bioapplicant.com/nj , to make your appointment and pay online. If you choose to go online you will see the following:

- Are you a New Applicant or Returning Applicant
 - If you are a New Applicant, click “Start here”
 - If you are a Returning Applicant, fill in requested information and click “Continue”
- New Applicants: Enter the information from the top portion of your Universal Fingerprinting Form that Vineland Board of Ed has provided to you. Once entered, click “Continue”
- Enter personal information, click “Continue”

A page will appear with all of the information that you have entered to this point. Please review carefully, make sure all information is accurate, check the box that you agree all information entered is correct and click “Continue”

- Your personal information will be saved and you will be given an “Applicant ID”. Write this ID in the first box at the bottom of your fingerprint form (you will also be able to print this page for your records) and click “Pay for your appointment”
- The current fingerprinting fee is \$70.25. Methods of payment are Visa, Mastercard, e-check or money order
- Once payment is made and accepted you will be able to schedule your appointment

PLEASE NOTE: An \$11.00 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. The \$11.00 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 the completed Universal Fingerprint Form, or who are turned away because information on this form does not match the information provided during the scheduling process.

Step 4: After you are fingerprinted, **bring in a copy of the completed Applicant Authorization and Certification transaction along with the completed fingerprint form with receipt attached** to the Personnel Department.