

KIPP NJ - Camden  
Fingerprinting and Criminal Background Process  
(Updated 11/08/15)

**Overview of Process**

Applicants are required to complete a 4 step process:

1. File authorization (\$11.00 fee)
2. Complete and print identoGO NJ Universal Form
3. Schedule fingerprinting appointment and make electronic payment (\$67.20 fee)
4. Submit receipts for Reimbursement

**Step 1 – File authorization (\$11.00)**

- a. Applicants should visit the New Jersey Department of Education website (<http://www.state.nj.us/education/educators/crimhist/>) and select:
  - File authorization & make electronic payment for criminal history review
  - Then, New administration fee request
  - Next, Select #1 (All Job Positions.. for Public Schools.. and Charter Schools)
- b. Complete the demographic fields with your personal information
  - Job Category – Classroom Teacher **or** Educational Support Staff
  - School Info - select "Public School Selection" and enter:
    - a. County – Camden (07)
    - b. District – Camden (URBAN HOPE SCHOOL)(1799)
    - c. School – KIPP COOPER NORCROSS ACADEMY(111)
  - Click next, enter your billing information and make payment
    - a. View and/or print confirmation of payment of authorization

**Step 2 – Complete & print identoGo NJ Universal Form**

- a. Complete and/or print your identGo NJ Universal Form
  - You are required to enter numbers **15-19** and **22-23**
- b. Click submit and **print** completed form

**Step 3 – Schedule appointment and make electronic payment (\$67.20)**

- Select "New Appointment" > "Start Here" and complete tabs:
  - a. Reason for visit – *use information on the universal form*
  - b. Appointment – *click "reserve" after you select a date and time*
  - c. Biographic Information – enter required information (*employer information can be found on the universal form*)
  - d. Verify and continue
- Make payment and **print** receipt
  - a. Record your applicant ID in the right hand corner of the universal form

**KEEP SCROLLING** 😊



**\*\*BRING UNIVERSAL FORM, RECEIPT OF PAYMENT &  
REQUIRED ID TO APPOINTMENT  
OR YOUR *WILL NOT* BE SEEN\*\***

### What's next?

#### Step 4 – Send clearance letter to HA

- Please check your status once a week.  
[https://www20.state.nj.us/DOE\\_TCIS\\_ASC/pages/appStatusSearch.jsp](https://www20.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp)
- Once cleared, submit a copy of your clearance letter to [humanassets@kipnjj.org](mailto:humanassets@kipnjj.org)