

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 "Other School Selection" and enter:
 - a. County – Charters (80)
 - b. District – Newark City(7325)
 - c. School – TEAM CHARTER SCHOOLS(965)
 - 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
- Once cleared, submit a copy of your clearance letter to humanassets@kipjni.org