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CRIMINAL HISTORY REVIEW Instructions & Information

Some volunteer positions require a Criminal History Review (CHR) approval through the NJ State Department of Education. The application and appointment process is available only online. A major credit card is required for payment. **DO NOT BEGIN THIS PROCESS UNLESS YOU HAVE BEEN DIRECTED TO DO SO BY DISTRICT PERSONNEL.**

Access website: <https://www.nj.gov/education/crimhist/>

Click on: File Authorization and Make Electronic Payment (right side of screen)

Click on: New Administration Fee Request (New Applicants Only)
Enter Social Security Number (hit enter)

Click on: #1 All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools

Fill in all required fields...

County Code: Burlington 05

District Code: Mount Laurel Township 3440

Job Category: SELECT Volunteer

Next Screen: Complete payment information – PRINT PAYMENT RECEIPT

Complete the blocks on the IdentoGo Form that have not been pre-populated and PRINT the IdentoGo form. **YOU MUST TAKE THIS FORM WITH YOU TO YOUR FINGERPRINTING APPOINTMENT.**

Following completion of the online filing, there will be a link to MorphoTrust to schedule your appointment to be LiveScan fingerprinted. There will be a separate fee for this process.

At the time of fingerprinting, you will be given a receipt. **YOU MUST DELIVER THIS RECEIPT ALONG WITH COPIES ABOVE TO THE HUMAN RESOURCES DEPARTMENT FOLLOWING YOUR APPOINTMENT.**

Results take approximately 3 weeks. **YOU** must return to the original website <https://www.nj.gov/education/crimhist/> and select Applicant Approval Employment History. Enter Social Security Number and Date of Birth and Submit. Results will not appear until application has been processed. Multiple visits to the site may be necessary.