



State of New Jersey

DEPARTMENT OF EDUCATION

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CHRIS CHRISTIE
Governor

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September 20, 2016

TO: Chief School Administrators
Charter School Lead Persons
Renaissance School Project Lead Persons
Private Schools for Students with Disabilities
Private Career Schools
School Bus Contractors and Authorized Vendors
Nonpublic Schools

FROM: Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit (CHRU) – Federal Bureau of Investigation (FBI) Fee Reduction

IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES.

The Criminal History Review Unit has been notified via New Jersey State Police that the Federal Bureau of Investigation will reduce the fee for electronically submitted fingerprint search requests effective **September 29, 2016**. The new fee structure applies to the following categories:

NEW APPLICANTS FOR EMPLOYMENT

New applicants requiring the state and federal criminal history record check will be charged a reduced fee of \$62.70 payable to MorphoTrust at the time of scheduling. The Applicant Authorization/Certification and the \$10.00 administrative fee payable to the Department of Education must be submitted electronically prior to scheduling an appointment to be LiveScan fingerprinted by MorphoTrust. There is also a \$1.00 fee charged by NICUSA, the private vendor responsible for the electronic transmission of payments. Our website address is: <http://www.state.nj.us/education/educators/crimhist/>.

ARCHIVE SUBMISSION PROCESS

Applicant LiveScan Fingerprinting for paid employees who are eligible for the “Archive Submission Process” will pay a reduced fee of \$27.50, **(Includes the \$10.00 administrative fee)**. There is also a \$1.00 fee charged by NICUSA, the private vendor responsible for the electronic transmission of payments.

UNPAID VOLUNTEERS

Unpaid volunteers will be processed by state and federal authorities at a cost of \$21.45 payable to MorphoTrust at the time of scheduling. The Authorization/Certification and administrative fee of \$10.00 must also be submitted to the Department by accessing our website at: <http://www.state.nj.us/education/educators/crimhist/>. There is also a \$1.00 fee charged by NICUSA, the private vendor responsible for the electronic transmission of payments. The unpaid volunteer, by statute, must be reimbursed for the cost of the processing including any administrative fees.

MORPHOTRUST INFORMATION

Applicant Paid Fees – Applicants will be charged based on the date they schedule their fingerprinting appointment. Any appointment made via the Call Center or website prior to the evening of September 29, 2016 will be processed at the “former” FBI rate. Any appointment made via the Call Center or website after the evening of September 29, 2016 will be processed at the “lower” FBI rate.

RJC/CHC

c: Members, State Board of Education
David C. Hespe, Commissioner
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Executive Directors for Regional Achievement Centers
Executive County Business Officials
NJ LEE Group
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