



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

**Date:** January 2, 2019  
**To:** Chief School Administrators, Charter School and Renaissance School Project Leads, Administrators of Private Schools for Students with Disabilities, Administrators of Nonpublic Schools  
**Route To:** Personnel Responsible for Processing Background Checks; School Transportation Directors and School Bus Contractors  
**From:** Christine Soto, Executive Legal Affairs Office and Acting OFAC Director  
**Effective Date:** January 2, 2019

### **Notice of Fee Increase for Criminal History Background Checks**

The Criminal History Review Unit has been notified via Idemia (formerly known as MorphoTrust) that the Federal Bureau of Investigation will increase the fee for electronically submitted fingerprint search requests effective **January 1, 2019**. The fee will increase by \$1.25 for new applicants, \$1.25 for archive submission applicants and 50 cents for volunteers.

Below is detailed information for each category:

#### **New Applicants for Employment**

New applicants requiring the state and federal criminal history record check will be charged at the time of scheduling a fee of \$63.91 payable to Idemia. The Applicant Authorization/Certification and the \$10 administrative fee payable to the New Jersey Department of Education must be submitted electronically prior to scheduling an appointment to be LiveScan fingerprinted by Idemia. There is also a \$1 fee charged by NICUSA, the private vendor responsible for the electronic transmission of payments. For more information, go to the New Jersey Department of Education's (NJDOE) [Criminal History Review](#) webpage.

#### **Archive Submission Process**

Applicant LiveScan fingerprinting for paid employees who are eligible for the "Archive Submission Process" will pay a fee of \$29.75, which includes the \$10 administrative fee and the \$1 fee charged by NICUSA.

#### **Unpaid Volunteers**

Unpaid volunteers will be processed by state and federal authorities at a cost of \$21.91 payable to Idemia at the time of scheduling. The Authorization/Certification and administrative fee of \$10 must also be submitted to the Department by accessing the NJDOE's [Criminal History Review](#) webpage. There is also a \$1 fee charged by NICUSA. The unpaid volunteer, by statute, must be reimbursed for the cost of the processing including any administrative fees.

#### **Idemia Information**

Idemia will apply a grace period with its applicant paid fees. The company has announced, "Idemia will continue to accept cardscan submissions accompanied by checks dated 1/1/2019 and later without the new FBI fee included for an additional 30 days; through January 31, 2019. Any submissions received after 1/31/2019 in our Franklin Office that are accompanied by checks that do not reflect the new rate will be returned."

c: Members, State Board of Education  
Lamont O. Repollet, Ed.D, Commissioner of Education  
NJDOE Staff

Garden State Coalition of Schools  
NJ LEE Group  
Administrators of Nonpublic Schools