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## New Applicant Request

1. Access the Office of Student Protection Review's [New Applicant process](#).
2. Select the first option: "**New Administration Fee Request (New Applicants Only)**".
3. Enter your Social Security number to ascertain whether you are eligible for the process. Click "**Continue**."
4. If you are eligible for the process, the screen will display four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to the next screen.
  - a. All job positions, except school bus drivers and bus aides, for public schools, private schools for students with disabilities and charter schools;
  - b. All school bus drivers and bus aides for public schools, private schools for students with disabilities, charter schools and authorized school bus contractors;
  - c. All job positions, except school bus drivers and bus aides, for nonpublic schools; or
  - d. All school bus drivers and bus aides for nonpublic schools and other agencies.
5. Complete the requested applicant information to include the county/district/school/contractor codes furnished to you by your employer and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form (AA&C) by checking the box.
6. Complete the required payment information. There is a \$10.00 administrative fee for the Department to process the request and issue an approval letter. There will also be an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Accepted methods of payment are Visa, MasterCard, American Express or Discover credit cards.
7. You **must** click the "**Make Payment**" button only **one time** to complete the transaction. After completing the transaction, you will be presented with three required steps:
  - a. View and/or print your New Administration Fee Payment Request confirmation page;
  - b. Complete and/or print your IdentoGO NJ Universal Fingerprint Form;
  - c. [Click here to schedule your fingerprinting appointment with MorphoTrust](#)
8. Select the first option – "**View and/or print your New Administration Fee Payment Request confirmation page**" and print a copy of the receipt by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.
9. Next select the second option – "**View and/or print your IdentoGO NJ Universal Fingerprint Form.**" You must print the IdentoGO NJ Fingerprint Form and fill in the boxes for height, weight, maiden name (if applicable), place of birth, country of citizenship, hair color, and eye color and present it to MorphoTrust at the time of LiveScan fingerprinting.
10. Access the MorphoTrust web page by selecting the third option "**Click here to schedule your fingerprinting appointment with MorphoTrust**" or call 1-877-503-5981 to schedule a fingerprinting appointment.
11. In about two weeks, you will be able to view and print your "**Applicant Approval Employment History**" by accessing the [Office of Student Protection website](#). Provide a copy to your employer.



**NJ Office of Student Protection  
Warren Hills Regional School District**

**Reason for Fingerprinting Codes:**

REASON FOR FINGERPRINTING (Box 4 on the NJ Universal Fingerprint Form)	SERVICE CODE
PUBLIC SCHOOL EMPLOYMENT	2F1FB1
NONPUBLIC SCHOOL EMPLOYMENT	2F19ZQ
SCHOOL BUS DRIVER EMPLOYMENT	2F1GSH
SCHOOL BOARD MEMBER/TRUSTEE	2F1GN4
DOE VOLUNTEER	2F151N
DOE VOLUNTEER NONPUBLIC	2F14XX

**New Applicant IdentoGo Codes:**

(1) Originating Agency Number (ORI #) <b>NJ930100Z</b>	(2) Category <b>EDK</b>	(3) Statute Number <b>18A:6-7.2</b>	(5) Document Type <b>RB1</b>	(6) Payment Information
(4) Reason for Fingerprinting <b>Public School Employment</b>		(8) Miscellaneous		
(7) Contributor's Case # (Unique Identifier) <b>415465</b>				

**Archive Applicant IdentoGo Codes:**

(1) Originating Agency Number (ORI #) <b>NJ930100Z</b>	(2) Category <b>EDK</b>	(3) Statute Number <b>18A:6-7.2</b>	(5) Document Type <b>RB1</b>	(6) Payment Information
(4) Reason for Fingerprinting <b>Public School Employment</b>		(8) Miscellaneous		
(7) Contributor's Case # (Unique Identifier) <b>415465</b>				

**Volunteer IdentoGo Codes:**

(1) Originating Agency Number (ORI #) <b>NJ930100Z</b>	(2) Category <b>EDV</b>	(3) Statute Number <b>18A:6-7.2</b>	(5) Document Type <b>VB1</b>	(6) Payment Information
(4) Reason for Fingerprinting <b>DOE VOLUNTEER</b>		(8) Miscellaneous		
(7) Contributor's Case # (Unique Identifier) <b>415465</b>				

**School Bus Driver IdentoGo Codes:**

(1) Originating Agency Number (ORI #) <b>NJ930100Z</b>	(2) Category <b>EDK</b>	(3) Statute Number <b>18A:39-19.1</b>	(5) Document Type <b>RB1</b>	(6) Payment Information
(4) Reason for Fingerprinting <b>Employment as a School Bus Driver</b>		(8) Miscellaneous		
(7) Contributor's Case # (Unique Identifier) <b>415465</b>				

**School Board Member/Trustee IdentoGo Codes:**

(1) Originating Agency Number (ORI #) <b>NJ930100Z</b>	(2) Category <b>EDK</b>	(3) Statute Number <b>18A:12-1.2</b>	(5) Document Type <b>RB1</b>	(6) Payment Information
(4) Reason for Fingerprinting <b>School Board Member/Trustee</b>		(8) Miscellaneous		
(7) Contributor's Case # (Unique Identifier) <b>415465</b>				



**OFFICE OF  
STUDENT  
PROTECTION  
ePayment**



This is a Secure Website!

**On-Line Applicant Authorization and Certification (AA&C)**



- ▶ **New Administration Fee Request (New Applicants Only).**  
File Authorization, make electronic payment and print IdentoGO NJ Universal Fingerprint form.
- ▶ **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003).**  
You must have been previously printed through the Department of Education subsequent to February 21, 2003 and the state print image retained by the State Bureau of Identification to be eligible for the Archive process. If you were fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, you are not eligible for the archive process.
- ▶ **Transfer Request (Only Substitutes & Bus Drivers are eligible).**  
May only be completed by applicants, Educational Facilities, Contractors or Vendors.
- ▶ **Reprint Your Confirmation or IdentoGO Fingerprinting Form**

**Web Site**

FAQs

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NEW JERSEY STATE DEPARTMENT OF EDUCATION  
PO BOX 500  
TRENTON, NEW JERSEY 08625-0500  
609-376-3999



## Directions to Annandale

Annandale Square- Corbit Building  
67 Beaver Avenue, 2nd Floor SW Suite  
Annandale, NJ 08801

The Annandale Square office complex is located near the intersection of Route 31 and I-78 (exits 17 or 18) in Clinton Township directly across from the Annandale Fire Department. The Corbit building is the first of three buildings located closest to Beaver Ave. The suite is on the 2nd floor which is ground level (with a few steps) from the front entrance.

**Location is handicapped accessible from the ground level first floor rear entrance taking an elevator to the second floor.**

### **FROM EASTERN POINTS (Newark Area - approx. 39 miles)**

Take I-78 West to Exit 18 (Annandale). Bear right at the fork on the exit ramp to Annandale then go straight onto Beaver Ave. Continue on Beaver Ave for about ½ mile to the Annandale Square office complex on the left, directly across from the Annandale Fire Department.

### **FROM PATERSON AREA (approx. 45 miles)**

Take I-80 West to I-287 South (Parsippany). Proceed South on I-287 to I-78 West. Proceed West on I-78 to Exit 18 (Annandale). Bear right at the fork on the exit ramp to Annandale then go straight onto Beaver Ave. Continue on Beaver Ave for about ½ mile to the Annandale Square office complex on the left, directly across from the Annandale Fire Department.

### **FROM HACKETTSTOWN AREA (approx. 28 miles)**

Take Route 57 West to Route 31 South approx. 12 miles into Clinton Twp. Just before the I-78 Interchange take the exit to Annandale U-Turn. Cross over Route 31 then turn right at the end of the road onto Beaver Ave. Continue on Beaver Ave for about ½ mile to the Annandale Square office complex on the right, directly across from the Annandale Fire Department.

### **FROM TRENTON AREA (approx. 32 miles)**

Take I-95 North (from Pennsylvania) to Route 31 North OR Take Route 295 North (from South Jersey) to Route 31 North into Clinton Twp. After crossing over the I-78 Interchange take the first exit toward Route 31 South (Clinton Flemington). Bear right at the first exit ramp fork, and then go straight onto Beaver Ave. Continue on Beaver Ave for about ½ mile to the Annandale Square office complex on the left, directly across from the Annandale Fire Department.