

## **NEW APPLICATION REQUEST**

**Step 1 - submit your request through the on-line criminal history website, <http://www.nj.gov/education/educators/crimhist/>**

**Select Criminal History Record check on-line payment. For new applicants, please select New Administration Fee Payment Request, you will then view four (4) options as to the employer and job position you are seeking. All fields with a red asterisk must be completed before proceeding to the next page. You MUST click the “submit” button only one time to complete the transaction. After completing the transaction, you must print a copy by clicking the print button in the upper right corner of the page and present a copy to the employing entity. There will be a \$1.00 convenience fee charged by the private vendor, Official Payment Corp. (OPC) for processing the credit card information.**

**County – Atlantic (01); School District – Egg Harbor Township (1310)**

**Step 2 – schedule an appointment with Sagem Morpho Live Scan Fingerprinting – as per instructions, applicant makes his/her own appointment for fingerprinting. Appointment scheduling is available via the web at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj) 24 hours per day, 7 days per week.**

**After your appointment with Sagem Morpho, please submit both pieces of your paperwork to Jane Rainear @ the EHT Board Office.**