

# New Jersey Background Check Requirement

As a part of your permit application, you'll need to go through a criminal background check.

Depending on your history of employment in New Jersey, you may qualify for one of **two types of applications**: a new applicant or an archive applicant.

## 1. If you've never worked for a school in New Jersey, you're a new applicant, and your application will require a few steps:

- First, you'll check your eligibility by going through [an online system](#). This process requires entering:
  - Your social security number
  - Your personal contact information
  - A few physical details
  - Information about the district and school where you'll be teaching
- Next, you'll pay a \$10 Criminal History Review Processing Fee. There's also a \$1 convenience fee.
- Then, you'll complete and/or print the [IdentoGo NJ Universal Fingerprint Form](#). Fingerprinting costs \$67.45 for those who have never been fingerprinted in the state of New Jersey.
- Finally, you'll [Schedule a fingerprinting appointment](#) with MorphoTrust. Be sure to bring a photo ID to your appointment.

In approximately two weeks, you'll be able to view your Applicant Approval Employment History through the [Criminal History Review Unit's website](#).

## 2. If you have been fingerprinted and approved by Criminal History Review since 2003 and are changing school districts, you're an **archive applicant**.

- First, access the [Criminal History Review Archive](#) and select the second option: "Archive Application Request."
  - Enter your social security number
  - Select and complete the "Applicant Authorization and Certification" form with information about the district and school where you'll be teaching
- Next, you'll pay a \$27.50 Archive Processing Fee. There's also a \$1 convenience fee.

In approximately two weeks, you'll be able to view your Applicant Approval Employment History through the [Criminal History Review Unit's website](#).

Once you've gone through submitting all your forms for the Criminal History Review, it's time to gather and prepare all of your documents. **These will need to be delivered to the County Office of Education.** (This office is a great resource for substitute teachers in New Jersey!):

- Your substitute credential application.
- A notarized [oath of allegiance form](#). This form has questions regarding your criminal history and any prior misconduct as a teacher. Be thorough — it's best to disclose anything you think might be a flag, even if it seems minor to you.
- Sealed college transcripts proving at least 60 hours of college credit (substitute credential) OR signed letter from employer documenting work experience (CTE substitute credential).
- Your approved criminal history status check.
- A \$125 check made out to the Commissioner of Education. (Swing will reimburse this cost as well.)