

## Security Requirements for New Jersey

- Criminal History Approval/New Fingerprints
- **New Jersey Teaching Credential or Substitute Certificate**
- Criminal History / Background Check transfer
- TB Test or Risk Assessment from the past 6 months

*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](#):
    - Your substitute credential application
    - A notarized [oath of allegiance form](#).
    - Sealed college transcripts proving at least 60 hours of college credit OR signed letter from your employer documenting work experience.
    - Your approved criminal history status check.
    - A \$125 check made out to the Commissioner of Education.