

M E M O R A N D U M

To: New TCS Teachers and Staff and coaches

From: Janet Yamasaki
Finance and Human Resources

Date: November 12, 2015

RE: Criminal History Record Check

As a new employee or volunteer of Trinity Christian School, you will need to have a Criminal History Record Check which includes being fingerprinted.

Here is what you need to do:

1. Completion and submission of the e-Payment On-Line Applicant Authorization and Certification Initial Application Request. Go here: [Fingerprinting](#) and select the appropriate option (most likely New Administration Fee Request) and on the next page, select option 3 (All Job Positions, except School Bus Driver and Bus Aides, for Non-Public Schools).
2. Fill out form.
 - a. School Info select "Other School Selection" Morris County, School District= Montville
 - b. Job Category – If you are a coach or volunteer, select volunteer. Otherwise, select teacher
 - a. Complete payment information – TCS will reimburse you. Please submit a "receipt" to me.
 - b. Submit – only click the submit button once. Print a copy of the receipt and submit to me.
3. Schedule an appointment to be fingerprinted with Identogo by MorphoTrust at www.bioapplicant.com/nj
 - a. Fill out the Identogo form **on-line**. See attached codes which you will need to fill out form. TCS's contributor's Case # is 283340080. During this process, you will be given an applicant ID number. This should be written on your Identogo form at the bottom left side.
 - b. For Coaches: Use EDV for category; and DOE Volunteer for reason for fingerprinting; and VB1 for Document type
 - c. Make payment for your appointment. It should be approximately \$67.50 for teachers and child care workers and \$26.25 for volunteers/coaches. Be sure to submit the receipt to me so I can reimburse you.
4. When you go to your fingerprinting appointment, make sure you bring your completed Universal Fingerprint Form (Identogo form) as well as acceptable ID (see attached).

Within a couple weeks, you will receive a letter with the blue seal of the State of New Jersey mailed to your home address. Please provide me with a copy of that letter when you receive it.

Please let me know if you have any questions or need any help.