

The Criminal History Review Unit has received several requests to clarify information on the new Universal Form, Version 3.0. Please follow the instructions below for completing this form. Contributors (educational facilities and authorized school bus contractors) may complete fields (1) through (7) and (26) prior to making this form available to the applicant or employee. Please note that field (8) is for school bus drivers to insert their driver's license number and expiration date.

- (1) Originating Agency Number: (ORI#) Please enter - **NJ930100Z**
- (2) Category: Please enter **EDK** (EDV for Volunteers)
- (3) Statute Number: District/Contractor/Nonpublic School must select the applicable statute number
 - 18A:6-7.2** (for public school employment)
 - 18A:39-19.1** (for employment as a school bus driver)
 - 18A:6-4.14** (for nonpublic school employment)
 Note: Private handicapped schools are under the supervision of the department and must comply with public school regulations.
- (4) Reason For Fingerprinting: District/Contractor/Nonpublic School must enter applicable title listed below
 - Public School Employment** (Use only for 18A:6-7.2)
 - DOE Volunteer** (Use only For 18A:6-7.2)
 - School Bus Driver Employment** (Use only for 18A:39-19.1)
 - Nonpublic School Employment** (Use only for 18A:6-4.14)
- (5) Document Type: Please enter **RB1** (VB1 – Volunteers only)
- (6) Payment Information: The following information must be entered in block #6
"Applicant pays the fee of \$70.25" or ("**Volunteer Pays Fee of \$26.25**") *
- (7) Contributor's Case Number: Please enter the applicable numerical code numbers
 - County (2 digit) + District/Contractor (4 digit) codes (public schools/school bus driver)
 - County (2 digit) + (4 digit) + (3 digit) codes (private handicapped schools)
 - County (2 digit) + (4 digit) + (3 digit) codes (nonpublic schools)
- (8) Miscellaneous: School Bus Drivers please enter driver's license number
- (25) Occupation: Please use one of the following literals to describe the position you are seeking.
 - Administrator**
 - Classroom Teacher**
 - Educational Support Services (Certificated)**
 - Substitute Teacher**
 - Teacher Aide**
 - Custodial/Maintenance**
 - School Bus Driver**
 - Clerical/Secretarial**
 - Food Service**
 - Security**
 - Volunteer (describe position, i.e. coach, aide etc.)**
- (26) Employer Name & Address: Please list the new employer's name and address with which you are now seeking employment.

Coaches +
Volunteers
Use Codes
EDV

VB1

It is crucial for those job positions that do not match the above literals, for you to describe the position that you are seeking, i.e. physician, nurse, landscaper, coach, unpaid volunteer, etc.

PLEASE NOTE: USE ONLY THE INFORMATION IN BOLD AS STATED ABOVE