



Criminal History Review

Forms

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- MorphoTrak (Formerly Sagem Morpho) Universal Applicant Fingerprint Form ([76 Microsoft Word](#)) | [42 kb PDF](#)
(For Employers Only)
- The Criminal History Review Unit has received several requests to clarify information on the new Universal Form, Version 4.0. Please follow the instructions below for completing this form. Contributors (educational facilities and authorized school bus contractors) may complete fields (1) through (8) 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/Student Teachers)**
- (3) Statute Number: District/Contractor/Nonpublic School must select the applicable statute number
18A:6-7.2 (for public school employment -- volunteers/student teachers)
18A:39-19.1 (for employment as a school bus driver)
18A:6-4.14 (for nonpublic school employment)
18A:12-1.2 (for School Board Member/Trustee)
 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)
School Board Member/Trustee (Use only for 18A:12-1.2)
DOE Volunteer (Student teacher insert **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)
Nonpublic Volunteer (Insert **DOE Volunteer NP**) (Use only for 18A:6-4.14)
- (5) Document Type: Please enter **RB1** or (**VB1** -- Volunteers/Student Teachers only)
- (6) Payment Information The following information must be entered in block #6
"Applicant pays the fee of \$70.25" or (**"Volunteer/Student Teacher Pays the 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 and expiration date.

- 25) Occupation: Please use one of the following literals to describe **the position you are seeking**.
- ADMINISTRATOR/SUPERVISOR
 - ATHLETIC PERSONNEL
 - BOARD MEMBER/TRUSTEE
 - CLASSROOM TEACHER
 - CLERICAL
 - CUSTODIAL/MAINTENANCE
 - EDUCATIONAL SUPPORT SERVICES
 - FOOD SERVICES
 - HEALTH PROFESSIONAL
 - INVESTIGATOR ONLY
 - NURSE
 - PHYSICIAN
 - SCHOOL BUS AIDE (NON DRIVER)
 - SCHOOL BUS DRIVER
 - SECRETARIAL
 - SECURITY
 - STATE MONITOR
 - STUDENT TEACHER
 - SUBSTITUTE CLERICAL
 - SUBSTITUTE CUSTODIAL/MAINTENANCE
 - SUBSTITUTE FOOD SERVICES
 - SUBSTITUTE HEALTH PROFESSIONAL
 - SUBSTITUTE NURSE
 - SUBSTITUTE SCHOOL BUS AIDE (NON DRIVER)
 - SUBSTITUTE SECRETARIAL
 - SUBSTITUTE SECURITY
 - SUBSTITUTE TEACHER
 - SUBSTITUTE TEACHER AIDE
 - TEACHER AIDE
 - TUTOR
 - VOLUNTEER

(26) Employer Name & Address: Please list the new employer's name and address with which you are now seeking employment.

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

- [New Jersey Applicant Project Fingerprint Sites](#)
Please check the website for additional updates and information.
- [School Bus Driver Certification Roster \(424 kb pdf\)](#)



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