

## **POINT PLEASANT SCHOOL DISTRICT ARCHIVE INSTRUCTIONS**

**COUNTY CODE: 29**  
**DISTRICT CODE: 4210**

If you were fingerprinted after February 21, 2003, you can have your fingerprints archived, which is an online process only and does not require you to be fingerprinted again. If you were fingerprinted prior to February 21, 2003, it will be necessary for you to be fingerprinted again so that your prints are in the new electronic system.

If you have served as a substitute teacher, but had a break in service, or if you are being offered a contract for a district other than that which appears on your state letter, it will be necessary for you to archive your fingerprints (as long as you were originally printed after February 21, 2003).

Please follow these directions for archiving your fingerprints:

1. Log onto [www.nj.gov/education/educators/crimhist/](http://www.nj.gov/education/educators/crimhist/)
2. Select Criminal History Record Check Status to obtain your PCN (this information is needed for the archive application). After obtaining your PCN, click the “back” button.
3. Select Criminal History Record Check
4. Select Archive Application Request
5. Enter Social Security Number
6. Select Item 1 (All job positions, except school bus drivers, for public schools, private schools for children with disabilities and charter schools.)
7. Complete the application. The fee is \$35.30 payable with Visa, MasterCard, American Express or Discover.

Several weeks after completing the archive process, you will receive a letter from the State of New Jersey, indicating that you have been printed for the Point Pleasant School District. Please bring this letter, along with all other completed documents, to the Superintendent’s Office.

