



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

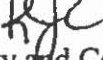
KIM GUADAGNO  
Lt. Governor

KIMBERLEY HARRINGTON  
Commissioner

December 19, 2017

TO: Chief School Administrators  
Charter School Lead Persons  
Renaissance School Project Lead Persons  
Private Schools for Students with Disabilities  
Private Career Schools  
School Bus Contractors and Authorized Vendors  
Nonpublic Schools

ROUTE TO: Staff Responsible for Processing Criminal History Background Checks

FROM: Robert J. Cicchino, Director   
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit (CHRU) – State of New Jersey Fee Reduction

The New Jersey Department of Education's (NJDOE) Criminal History Review Unit has been notified that the New Jersey Sales Tax will be reduced from 6.875% to 6.625% effective January 1, 2018, which will affect the cost of criminal history background checks. The new fee structure applies to the following categories:

**NEW APPLICANTS FOR EMPLOYMENT**

New applicants requiring the state and federal criminal history record check will be charged a reduced fee of \$62.66 payable to MorphoTrust at the time of scheduling. The Applicant Authorization/Certification and the \$10.00 administrative fee payable to the Department of Education must be submitted electronically prior to scheduling an appointment to be LiveScan fingerprinted by MorphoTrust. There is also a \$1.00 fee charged by NICUSA, the private vendor responsible for the electronic transmission of payments. Our website address is: <http://www.state.nj.us/education/educators/crimhist/>.

[www.nj.gov/education](http://www.nj.gov/education)

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## **ARCHIVE SUBMISSION PROCESS**

Applicant LiveScan Fingerprinting for paid employees who are eligible for the “Archive Submission Process” will pay a fee of \$27.50, **(Includes the \$10.00 administrative fee)**. There is also a \$1.00 fee charged by NICUSA, the private vendor responsible for the electronic transmission of payments.

## **UNPAID VOLUNTEERS**

Unpaid volunteers will be processed by state and federal authorities at a cost of \$21.41 payable to MorphoTrust at the time of scheduling. The Authorization/Certification and administrative fee of \$10.00 must also be submitted to the Department by accessing our website at: <http://www.state.nj.us/education/educators/crimhist/>. There is also a \$1.00 fee charged by NICUSA, the private vendor responsible for the electronic transmission of payments. The unpaid volunteer, by statute, must be reimbursed for the cost of the processing including any administrative fees.

## **MORPHOTRUST INFORMATION**

**Applicant Paid Fees** – Applicants will be charged based on the date they schedule their fingerprinting appointment. Any appointment made via the Call Center or website prior to the evening of January 1, 2018 will be processed at the “former” rate. Any appointment made via the Call Center or website after the evening of January 1, 2018 will be processed at the “lower” rate.

### **RJC/CHC**

c: Members, State Board of Education  
Kimberly Harrington, Commissioner  
Senior Staff  
Carl H. Carabelli  
Executive County Superintendents  
Executive Directors for Regional Achievement Centers  
Executive County Business Officials  
NJ LEE Group  
Garden State Coalition of Schools