

***Revised Step by step State Dept of Ed.Criminal History Instructions for Volunteers**

1. Access the Criminal History direct page the web address is <http://www.nj.gov/education/educators/crimhist>
2. Click Option 1- New Applicant (in blue)
3. Read the directions and then click “[New Applicant process.](#)”
4. Choose Option 1 **New Administration Fee Request (New Applicants Only)**
5. Click on third bullet which says “**File Authorization and Make Electronic Payment for Criminal History Record Check**”
6. Select Option #1 **New Administration Fee Request(New Applicant Only)**
7. Choose Option #3 **All Job Positions, except Bus drivers and Bus Aides, for Non Public Schools**
8. Complete applicant information form
9. Input information on this form choose other school selection then under drop down menu under **County** choose *Monmouth*(26) then under drop down menu under **District** choose **Spring Lake Boro(0805)** and under school choose **St. Catharine’s School(41H)** also while on this page under **Job Category** Choose **Volunteer**. **Check Agree box then click next to bring you to payment page**
10. **On This Payment Page** choose next **This will bring you to the *Transaction Summary* as well as the *Customer Billing Info* enter credit card information then press continue, choose make payment then choose view and print page (Print this page for your records)**
11. **After printing the page Click on the option to- Complete and/or print your *IndentGoNJ Universal Fingerprint Form* on this form Fill in Lines 15,16,17(if applicable) 18, 19, 22 and 23 then click submit.**
12. On this page choose first option to *View and print your submitted form (this IndentGoNJ form needs to accompany you to your fingerprinting appointment) close page after printing.*
13. *Next choose *-Schedule fingerprinting- use your previously printed IndentGoNJ form to plug in the information needed for this page the top of this page says New Enrollment – under -- Originating Agency drop down menu choose NJ 930100Z (Dept Of Ed) under Category drop down menu choose EDV under Reason choose DOE Volunteer NP under Document type choose VBI , next enter your Contributors case # which is 264980010 then PRESS Continue*
14. Choose your location, then date and time then **click Reserve**
15. Fill out next information page then **Continue**
16. Review information and check Agree box then **Save and Continue**
17. Choose payment option then **continue** – BEFORE GOING ON PRINT THIS PAGE to SAVE YOUR REGISTRATION DETAILS and take note of the APPLICANT ID# which needs to be MANUALLY WRITEN on your previously printed INDENTGO form. After printing this page click PAY NOW
18. Complete Contact information and Payment Method then click Continue
19. Review Payment page then click **CONFIRM**
20. Print your confirmation page and you are now done!!!
21. **About 10-14 days AFTER your appointment you can log onto Criminal History Review Status website <https://homerom5.doe.state.nj.us/chrs18/?app-emp-history>**

**22. Follow the prompts and PRINT out your clearance/approval page and send to the rectory
Attention: FINGERPRINTING
Thank you for complying with this policy to help protect our children of St.
Catharine/St.Margaret**