

NJDOE CRIMINAL BACKGROUND INFORMATION

The Office of Student Protection Unit (OSP) conducts criminal background checks of applicants for positions in New Jersey's public schools, private schools for students with disabilities, charter schools, and nonpublic schools, as well as for authorized vendors and authorized school bus contractors, by working through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation (FBI).

Read this before you apply...

To complete this application, a **Microsoft internet browser like Internet Explorer or Edge is recommended**. All other operating systems and internet browsers are **unreliable with this program**. Do not use Smart phones, tablets, iPads or other mobile devices.

There are three different types of applications to select from to complete the Criminal History record check. Please read the descriptions below to determine which of the applications is correct for you.

If:

You have never worked for a school, a bus contractor, or a vendor, **or**

You were fingerprinted by Office of Student Protection **before** March 2003, and are changing school districts, bus contractors or vendors, **or**

You were originally fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, **or**

You were previously disqualified by Office of Student Protection and have had your criminal record expunged...

Then you are a [new applicant](#).

If:

You were fingerprinted and approved by Office of Student Protection **after** February 2003, and are changing school districts or vendors **or**

You are a school bus driver renewing your "S" endorsement and were fingerprinted and approved after February 2003 ...

Then you are an [archive applicant](#).

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Office of Student Protection: for all things related to the criminal background check procedures for the NJDOE

<https://www.nj.gov/education/crimhist/index.shtml>

New Applicant Instructions & Archival Applicant Instructions:

<https://homeroom4.doe.state.nj.us/chr/>

Applicant Approval Employment History: each person must use this website to retrieve their clearance for personnel files. This request can be made two weeks after their fingerprint scan.

<https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history>

DIOCESE OF TRENTON LISTING OF NONPUBLIC SCHOOLS

COUNTY/DISTRICT/SCHOOL CODES – prior coding

COUNTY/DISTRICT/SCHOOL CODES – current coding per NJDOE application form

BURLINGTON COUNTY

Our Lady of Good Counsel,
Moorestown
06-3360-050
06-0197-81B

Sacred Heart, Mount Holly
06-3430-050
06-0201-84B

St. Charles Borromeo, Cinnaminson
06-0840-070
06-0176-63B

St. Joan of Arc, Marlton
06-1420-070
06-0186-71B

St. Mary of the Lakes, Medford
06-3080-070
06-0195-79B

St. Paul, Burlington
06-0600-070
06-0173-60B

MERCER COUNTY

Our Lady of Sorrows, Mercerville
22-1950-070
22-0531-90E

Notre Dame High School,
Lawrenceville
22-2580-020
22-0547-06F

St. Ann, Lawrenceville
22-2580-100
22-0552-11F

St. Gregory Academy, Hamilton
Square
22-1950-085
22-0532-91E

MERCER COUNTY (contd.)

St. Paul, Princeton
22-4255-070
22-0566-23F

St. Raphael, Hamilton
22-1950-200
22-0534-93E

MONMOUTH COUNTY

Holy Cross, Rumson
26-4570-050
26-0802-38H

Our Lady of Mt. Carmel, Asbury
Park
26-0100-070
26-0694-42G

Red Bank Catholic High School, Red
Bank
26-4360-003
26-0796-33H

St. Benedict, Holmdel
26-2230-070
26-0724-66G

St. Catharine, Spring Lake
26-4980-010
26-0805-41H

St. James, Red Bank
26-4360-070
26-0798-35H

St. Jerome, West Long Branch
26-5640-070
26-0831-64H

St. John Vianney High School,
Holmdel
26-2230-050
26-0722-64G

MONMOUTH COUNTY (contd.)

St. Leo the Great School, Lincroft
26-3160-070
26-0780-17H

St. Mary, New Monmouth
(Middletown)
26-3160-080
26-0781-18H

St. Rose, Belmar
26-0270-030
26-0702-48G

St. Rose High School, Belmar
26-0270-010
26-0701-47G

St. Rose of Lima, Freehold
26-1640-070
26-0713-57G

OCEAN COUNTY

All Saints Regional – St. Mary
Academy, Manahawkin
30-5020-070
30-1021-36J

Donovan Catholic High School,
Toms River
30-5190-005
30-1022-37J

St. Dominic, Brick
30-0530-080
30-0924-50I

St. Joseph, Toms River
30-1025-40J

St. Peter, Point Pleasant
30-4220-070
30-1018-34J