

## New Applicant Request

1. Access the Office of Student Protection Review's [New Applicant process](#).
2. Select the first option: "New Administration Fee Request (New Applicants Only)".
3. Enter your Social Security number to ascertain whether you are eligible for the process. Click "Continue."
4. If you are eligible for the process, the screen will display four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to the next screen.
  - a. All job positions, except school bus drivers and bus aides, for public schools, private schools for students with disabilities and charter schools;
  - b. All school bus drivers and bus aides for public schools, private schools for students with disabilities, charter schools and authorized school bus contractors;
  - ☒ c. All job positions, except school bus drivers and bus aides, for nonpublic schools; or
  - d. All school bus drivers and bus aides for nonpublic schools and other agencies.
5. Complete the requested applicant information to include the county/district/school/contractor codes furnished to you by your employer and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form (AA&C) by checking the box.
6. Complete the required payment information. There is a \$10.00 administrative fee for the Department to process the request and issue an approval letter. There will also be an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Accepted methods of payment are Visa, MasterCard, American Express or Discover credit cards.
7. You **must** click the "Make Payment" button only **one time** to complete the transaction. After completing the transaction, you will be presented with three required steps:
  - a. View and/or print your New Administration Fee Payment Request confirmation page;
  - b. Complete and/or print your IdentoGO NJ Universal Fingerprint Form;
  - c. Click here to schedule your fingerprinting appointment with MorphoTrust
8. Select the first option -- "View and/or print your New Administration Fee Payment Request confirmation page" and print a copy of the receipt by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.
9. Next select the second option -- "View and/or print your IdentoGO NJ Universal Fingerprint Form." You must print the IdentoGO NJ Fingerprint Form and fill in the boxes for height, weight, maiden name (if applicable), place of birth, country of citizenship, hair color, and eye color and present it to MorphoTrust at the time of LiveScan fingerprinting.
10. Access the MorphoTrust web page by selecting the third option "Click here to schedule your fingerprinting appointment with MorphoTrust" or call 1-877-503-5981 to schedule a fingerprinting appointment.

In about two weeks, you will be able to view and print your "Applicant Approval Employment History" by accessing the [Office of Student Protection website](#). Provide a copy to your employer





**OFFICE OF  
STUDENT  
PROTECTION  
ePayment**



**This is a Secure Website!**

**On-Line Applicant Authorization and Certification (AA&C)**



- ▶ **New Administration Fee Request (New Applicants Only)**  
File Authorization, make electronic payment and print IdentoGO NJ Universal Fingerprint form.
- ▶ **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**  
You must have been previously printed through the Department of Education subsequent to February 21, 2003 and the state print image retained by the State Bureau of Identification to be eligible for the Archive process. If you were fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, you are not eligible for the archive process.
- ▶ **Transfer Request (Only Substitutes & Bus Drivers are eligible)**  
May only be completed by applicants, Educational Facilities, Contractors or Vendors.
- ▶ **Reprint Your Payment Confirmation**

**Web Site**

**FAQs**

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NEW JERSEY STATE DEPARTMENT OF EDUCATION  
PO BOX 500  
TRENTON, NEW JERSEY 08625-0500  
609-376-3999



**OFFICE  
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**NEW APPLICATION REQUEST - Social Security Check For Eligibility**

Please Enter Your Social Security Number for Eligibility:

**SSN:**  -  -

[FAQs](#)

[Cancel](#)

[Continue](#)

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[AA&C Home](#)

**APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C)**

**NEW ADMINISTRATION FEE PAYMENT REQUEST**

A user of the CHRU ePayments process will be asked to fill out an on-line Applicant Authorization and Certification (AA&C) form.

**NEW APPLICATION REQUEST**



Please select an AA&C form:

1. All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools
2. All School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities, Charter Schools and Authorized School Bus Contractors
3. All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools
4. All School Bus Drivers and Bus Aides, for Non Public Schools and Other Agencies

**NOTE: A School Bus Driver is defined as an individual holding or applying for a Motor Vehicle "S" Endorsement.**

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# OFFICE OF STUDENT PROTECTION ePayment


[AA&C Home](#)

## APPLICANT AUTHORIZATION AND CERTIFICATION (AA&C) NEW ADMINISTRATION FEE PAYMENT REQUEST

All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools

STEP 1: Input Information and Legal Certification

STEP 2: Payment

STEP 3: Submit

### Applicant Information:

Last Name*:	<input type="text"/>	---Suffix--- ▾	First Name*:	<input type="text"/>	Middle Init.:	<input type="text"/>
Social Security No.*:	<input type="text"/>	( Number only without "-" )				
Date of Birth*:	<input type="text"/>	---month--- ▾	<input type="text"/>	---day--- ▾	<input type="text"/>	---year--- ▾
Sex*:	---- select ---- ▾					
Race*:	---- select ---- ▾					
Height*:	<input type="text"/>	( such as: 6 ' 1" )				
Weight*:	<input type="text"/>	( lbs, number only )				
Maiden or alias Last Name :	<input type="text"/>					
Place of Birth *:	<input type="text"/>	(US State if US Citizen, Country for all others)				
Country of Citizenship*:	<input type="text"/>	( USA, or others )				
Hair Color*:	--- select --- ▾					
Eye Color*:	--- select --- ▾					
Street Address*:	<input type="text"/>					
City*:	<input type="text"/>					
State*:	---select--- ▾				Zip*:	<input type="text"/>
Job Category*:	---- select ---- ▾				Position Name (Position Code)	
School Info. *:	<input type="radio"/> Public School Selection <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾		<input checked="" type="radio"/> Other School Selection <i>scroll down</i> <div> <div>MONMOUTH(26) ▾ *</div> <div>HOLMDEL TWP(0724) ▾ *</div> <div>SAINT BENEDICT SCHOOL(66G) ▾ *</div> </div>			
	<input type="radio"/> Contractor/Vendor <input type="text"/> ▾ <input type="text"/> ▾		<input type="radio"/> Sponsors <input type="text"/> ▾			
Email *:	<input type="text"/>					
Telephone Number*:	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	(Numbers only)

Contributor case #  
26-0724-66G

### Legal Certification:

To continue with the ePayment process read and accept the terms of the AA&C by checking the box: