

Recent state law requires school board members to undergo criminal background checks within 30 days of election or appointment. According to the New Jersey Department of Education's Criminal History Review Unit, board members elected to office April 17 *must undergo fingerprinting* before May 17 to be in compliance with the law.

Incumbent school board members, who were reelected April 17, will not have to undergo criminal background checks, according to NJDOE officials.

For additional information, contact the NJDOE Criminal History Review Unit at (609) 292-0507 FREE (609) 292-0507 .

Under the law, board members who do not complete the fingerprinting process within the 30-day period following election will be declared ineligible to serve in office. If the completed criminal history review reveals conviction(s) for any of the [offenses](#) listed in the statute, the individual will be disqualified from office.

To schedule an appointment, take the following steps:

1. Obtain from your school business office or school district human resources office the "MorphoTrak Universal Form, Version 4.0," which contains information you will need during the online registration process.
2. Then, go to the NJDOE Criminal History Review webpage at www.state.nj.us/education/educators/crimhist/. (Do not attempt to complete registration online unless you have obtained the MorphoTrak Universal Form, Version 4.0 from your school district.)
 - o Select the "ePayment Criminal History Record Check"
 - o Choose the first link, "New Administrative Fee Request"
 - o Select the first option, "All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Children with Disabilities and Charter Schools." (This selection will bring you to the electronic registration form.)
3. Complete the online registration form.
 - o **Note:** On the registration form, choose the "Board Member/Trustee" option in the drop-down menu that will appear when you click the arrow next to "Job Category."
4. After completing the registration form, submit the \$10.00 registration fee (plus \$1.00 convenience fee) via credit card to Official Payments Corp.
5. Finally, *schedule your appointment for digital fingerprinting* by following the link to MorphoTrak. The MorphoTrak fee is \$67.50 and must also be paid by credit card. **(NJDOE will not consider a board member to be in compliance with the requirement unless he or she has been fingerprinted.)**

Newly elected school board members encountering difficulty with the process should call the NJDOE

Criminal History Review Unit at (609) 292-0507 FREE (609) 292-0507 .

If you previously submitted to a criminal background check...

School board members who underwent criminal background checks *for employment in another New*

Jersey school district after Feb. 21, 2003 will have their fingerprints on file. However, they must complete an abbreviated online application process for a fee of \$32.55.

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2. Then, go to the [NJDOE Criminal History Review webpage](#). (Do not attempt to complete online unless you have obtained the MorphoTrak Universal Form, Version 4.0 from your school district.)
 - o Select the "ePayment Criminal History Record Check"
 - o Choose the second link, "Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)," and provide the information requested.

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