



Middle Township Public Schools

ADMINISTRATION BUILDING

216 South Main Street

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Stephanie DeRose, *Superintendent of Schools*

FINGERPRINT AND BACKGROUND PROCESS

Fingerprint and Background Check application process can be found at

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

If:

- You have never worked for a school district or
- You were fingerprinted by Office of Student Protection before March 2003 or and are changing school districts, or
- You were originally fingerprinted as a College Student or as a Volunteer
- Then you are a **NEW APPLICANT**. \$66.05 plus \$11 convenience fee
- Follow the instructions for File Authorization and Make Electronic Payment and choose
 - "New Administration Fee Request"
 - County Code: 09
 - District Code: 3130
 - Service Code 2F1FB1 "Public School Employee"

If:

- You were fingerprinted and approved by Office of Student Protection after February 2003, and are changing school districts and have had a break in employment from your district...then you are an **ARCHIVE APPLICANT**. \$28.75 plus \$1 convenience fee
- Follow instructions for File Authorization and Make Electronic Payment and choose
 - "Archive"
 - County Code: 09
 - District Code: 3130
 - Service Code: 2F1FB1

If:

- You were fingerprinted and approved by Office of Student Protection after March 2003, and
- You were fingerprinted for a substitute and
- You have been employed in a substitute position continuously by a school since the first year your criminal history approval was issued, and are now desiring to work in additional districts then you are a **TRANSFER APPLICANT**. \$5 plus \$1 convenience fee
- Follow the instructions for File Authorization and Make Electronic Payment:
 - "Transfer Request"
 - County Code: 09
 - District Code: 3130
 - Service Code 2F1FB1

Fingerprint approval report can be retrieved by returning to

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

Choose "Applicant Approval Employment History"

Save approval as a pdf to include in Ed Cert Application and print approval to include in the substitute application packet.

"An Equal Opportunity Employer"