

SUMMIT BOARD OF EDUCATION
14 BEEKMAN TERRACE
SUMMIT, NJ 07901-1702

**Necessary paperwork to be completed by Summit Volunteers
“supervising students” as required by the State and the
Summit Board of Education: (PRIVATE PRINT)**

- **Fingerprinting Procedures attached. Please make sure to classify your job category as that of VOLUNTEER.**

You must provide the Board Office with a copy of your confirmation of electronic payment for Criminal History Record Check. Once you have been printed, you must also bring your Idemia (formerly known as MorphoTrust) form with receipt back to the Board Office.

- Complete “In Case of Emergency” form.
- *Within 2-3 weeks of your print, you may go back to the Criminal History Review website and print a copy of your criminal history clearance letter. The state no longer sends these via US mail. The Board Office does not receive a copy. Upon receipt, please provide a clear hard copy (showing the center seal) of your criminal history clearance approval to the Board Office.*

The above paperwork must be completed prior to volunteering.

Please return all documents to Valerie Bampe at the Board Office, 14 Beekman Terrace. Should you have any questions, please call Valerie at (908) 918-2100, ext. 3208. You may also e-mail me at vbampe@summit.k12.nj.us

FINGERPRINTING PROCEDURES – VOLUNTEER PARENTS – PRIVATE PRINT

Revised: January 3, 2019

All new Application Requests, Archive Application Requests, Duplicate Approval Letter Requests, School Bus Drivers applying for initial school bus endorsement or renewing their driver's license MUST submit their Applicant Authorization and Certification by going through the on-line process available through the Criminal History Review website:

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

- **Select:** *File Authorization and Make Electronic Payment for Criminal History Record Check*

- **Select:** *New Administration Fee Request & Select Category #1*

OR 'Archive Application Request' You must have been previously printed & approved through the Dept. of Ed. after Feb. 2003 in order to proceed with the Archive process. Follow the simple directions. The fee will be \$29.75. You will need your original PCN.

- **Complete:** the *Applicant Authorization & Certification (AA&C)* form and make the required administrative fee payment with a credit or debit card. The fee will be \$11.00.

After the administrative fee payment has been approved, the applicant will:

1. **Print** their *Applicant Authorization & Certification (AA&C)* confirmation page
2. Complete and **print** the Idemia (**formerly known as *IdentoGO***) *NJ Universal Fingerprint form*.
The fee will be: \$21.91.
3. Schedule the Idemia (**formerly known as *MorphoTrust fingerprinting appointment***). Bring all confirmation forms to your appt.

Important information for completing the Idemia NJ Universal Fingerprint form:

	<i>Volunteers</i>
County Code	39
District Code	5090
Originating Agency #	NJ930100Z
Category	EDV
Statute #	18A:6-7.2
Document Type	VB1
Reason for Employment	Public School Employment
Employer Name	Summit Public Schools
Employer Address	14 Beekman Terrace, Summit, NJ 07901

AFTER YOUR APPOINTMENT:

The Federal Bureau of Investigation and the NJ State Police will conduct a criminal history record search. In a few weeks you will be able to print your criminal history approval letter from the State of New Jersey indicating your search is complete and you have been approved work for the Summit Public Schools. We **MUST** receive a copy of your approval letter in order for your employment to go forward.

