



State of New Jersey
DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

CHRIS CHRISTIE
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KIM GUADAGNO
Lt. Governor

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January 3, 2017

TO: Chief School Administrators
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Private Schools for Students with Disabilities
Private Career Schools
School Bus Contractors and Authorized Vendors
Nonpublic Schools

ROUTE TO: Staff Responsible for Processing Criminal History Background Checks

FROM: Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

SUBJECT: Impact of New Jersey Sales Tax Reduction on Criminal History Review

The New Jersey Department of Education's (NJDOE) Criminal History Review Unit has been notified that the New Jersey Sales Tax will be reduced from 7% to 6.875% effective **January 1, 2017**, which will affect the cost of criminal history background checks. The new fee structure applies to the following categories:

New Applicants for Employment

New applicants requiring the state and federal criminal history record check will be charged a fee of \$62.69, which has been reduced by \$.01 this year. The fee is payable at the time of scheduling to MorphoTrust, the vendor that processes background checks. The Applicant Authorization and Certification form submitted to the Department of Education, and a separate \$11.00 administrative fee payable to NICUSA, the private vendor responsible for the electronic transmission of payments, must both be submitted electronically prior to scheduling an appointment to be fingerprinted by MorphoTrust. (Of the \$11.00 administrative fee, \$10.00 goes to the NJDOE and \$1.00 goes to NICUSA.)

The NJDOE's [Criminal History Review webpage](#) provides additional information.

Archive Submission Process

The Archive Submission Process is for school employees applying for a position in another school district, and whose fingerprints are already on file with the New Jersey State Police. Because fingerprints are on file with the state, only the federal portion of the background check is required. The fee for the federal check for those applicants eligible for the Archive Submission Process will remain at \$27.50, which includes the \$11.00 administrative fee (\$1.00 of which goes to NICUSA).

Unpaid Volunteers

Unpaid volunteers will be processed by state and federal authorities at a cost of \$21.44, payable to MorphoTrust at the time of scheduling. The Applicant Authorization and Certification form and administrative fee of \$11.00 (\$1.00 of which goes to NICUSA) must also be submitted to the NJDOE by accessing the [Criminal History Review webpage](#). The unpaid volunteer, by statute, must be reimbursed by the district for the cost of the processing and any administrative fees.

Effective Date of New Sales Tax

Applicants will be charged based on the date they schedule their fingerprinting appointment. Applicants who made appointments via the MorphoTrust call center or website prior to January 1, 2017 will be processed at the previous rate before the new sales tax took effect. Applicants who made appointments via the call center or website on or after January 1, 2017 will be processed at the lower rate.

RJC/CHC

c: Members, State Board of Education
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