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Superintendent of Schools

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Memorandum

To: Volunteer/Student Teacher
From: Tammi Ann Gil, Human Resource Officer
Date: 07/01/2010
Re: Required fingerprinting process

Fingerprinting is required for all New Jersey Public School Volunteers or Student Teaching Assignments. This process must be completed on or before a volunteer or student teacher can begin an assignment in the Fort Lee School District:

Sagem Morpho, Inc is under contract with the State of New Jersey to process fingerprinting of applicants for employment and licensing purposes throughout the state. Sagem Morpho may be contacted at their toll free number 1-877-503-5981, Monday through Saturday (9 a.m. to 5 p.m.) or via the web at www.bioapplicant.com/nj 24 hours per day, 7 days per week to schedule a time and place to be fingerprinted. They are responsible for scheduling the fingerprinting appointment within seven (7) business days of a request, at a location that is within a 20 mile radius of the applicant's residence or place of assignment. For Spanish speaking operators and TTY (hearing impaired) capabilities please contact this toll free number (1-800-673-0353).

Form NJAPS2 Version 4 contains specific identifying information that is required by Sagem Morpho, Inc. It is very important that all information is accurate for the fingerprints to be properly processed and returned to the Criminal History Review Unit. When contact is made via phone or internet the following information will be asked:

- ORI Number – **NJ930100Z**
- Contributor Case Number – **03-1550**
- Category - **EDV**
- Document Type – **VBI**
- State Statue Requiring Fingerprinting – **N.J.S.A. 18A:6-7.2**
- Reason Fingerprinted – **Volunteer/Student Teacher**

In addition to the above information, you will be asked personal information; address, telephone number, date of birth, place of birth, height, weight, hair color, eye color and alias or maiden name. The information will then be forwarded to the location where the individual is scheduled to be fingerprinted.

Prior to being fingerprinted, an applicant will be required to provide the fingerprint technician with a current photo identification. Acceptable forms of identification includes: federal/state/county/municipal photo identification cards, driver's license with a photograph or passport.

The company will provide you with a receipt approved by the New Jersey State Police as evidence of successful completion of the fingerprinting process. **This receipt must be returned to our office along with Form No. NJAPS2 Version 4.**

In those cases where the State Bureau of Identification or the Federal Bureau of Investigation rejects an electronic fingerprint card as unclassifiable, Sagem Morpho will notify the applicant to reschedule an appointment to be re-fingerprinted at no additional cost.

Under the current statute, the applicant is required to pay the cost of the fingerprinting. Payment will be made to the technician at the Sagem Morpho site at the time the applicant is fingerprinted. **The current cost for a volunteer or student teacher is \$26.25.** This fee may be paid using the **online registration process (www.bioapplicant.com/nj)** with a credit card, debit card or electronic check. **In person this fee must be paid by money order only.**

As of October 30, 2009 the State of New Jersey Department of Education has added a \$10.00 processing fee which must be paid to process your clearance letter. You must go to the following website to process this payment https://homeroom2.state.nj.us/chr/chr_start.jsp. This is the districts recommended form of processing.

You must complete Form No. NJAPS2 V4 prior to registering online or by phone, additional information will be provided during the registration process to be added to this form.

Note: If you have been fingerprinted by another New Jersey Public School District anytime after February 20, 2003 as a substitute teacher the Fort Lee Board of Education can process a transfer at no additional charge if you have been continuously employed by that same New Jersey Public School with no lapse in employment. Archive process is not available for Volunteers or Student Teachers.

If you have any questions regarding this information you may contact me via email gilt@fortlee-boe.net or at 201-585-4616.

The following Documents must be returned:

- * **Form No. NJAPS2 Version 4 with Sagem Morpho receipt attached**
- * **Applicant Authorization and Certification Form (Must be notarized)**
- * **Copy of Clearance Letter that will be sent to your home in approximately 2 to 8 weeks**
- * **The Fort Lee Board of Education Volunteer Packet**

**OFFICE OF
HUMAN RESOURCES**