



Irvington Board of Education

CRIMINAL HISTORY PROCEDURES FOR CONTRACTED SERVICES

Fingerprinting of all individuals or persons assigned to work in the Irvington Public School System is a condition of the contract award. Therefore, the following procedures must be adhered to before an employee/independent contractor from your company can accept an assignment in the district:

1. Copy and distribute to the appropriate staff members, the attached Morpho Trak (Fingerprinting) Form and the Criminal History Review website information (www.nj.gov/educators/crimhist/). Correctly enter in the appropriate sections, the following information:

County - Essex

District – 13-2330 Irvington

Note: The above form can only be used by employees Assigned to work in this district.

2. Contact Morpho Trak (formerly Sagem Morpho) for an appointment (Contact information is on the form).

Note: A fingerprinting fee of \$67.50, payable to Morpho Trak, will be due at the time of service, unless paying online with a Credit or Debit Card.

3. Once fingerprinted and in order to receive a Clearance Letter, the applicant must complete an online application on the State of New Jersey Criminal History website (www.nj.gov/education/educators/crimhist/) and pay the \$11.00 fee with a debit/credit card. Print or write and keep the confirmation number.

Note: Upon receipt, a copy of the Clearance Letter must be provided to the district.

Fingerprinting questions may be directed to Morpho Trak at 800-503-5981 .

***MorphoTrak** is the ONLY State authorized vender for fingerprint screening.