

## Criminal History Instructions – Board Member

Job Category – Board Member/Trustee

County Code – 15

District Code - 1590

State law requires school board members to undergo criminal background checks within 30 days of election or appointment. Incumbent school board members, who were reelected in November, do not have to undergo criminal background checks.

Under the law, board members who do not complete the fingerprinting process within the 30-day period following election could be declared ineligible to serve in office. If the completed criminal history review reveals conviction(s) for any of the offenses listed in the [statute](#), the individual will be disqualified from office.

In order to take the oath of office, a criminal history background check must be completed within 30 days of the election or appointment. The 30-day time frame commences upon certification of the votes or confirmation of the appointment.

To schedule an appointment, access the Criminal History Review Unit's direct [click here](#).

Payment information: There is a \$10.00 administrative fee for the department to process the request and issue an approval. There will also be an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards. New applicants will have an additional cost of \$63.91, payable to Idemia (formerly known as Morpho Trust) at the time of scheduling.

**If you have previously submitted to a criminal background check** School board members who underwent criminal background checks for employment in another New Jersey school district after Feb. 21, 2003 will have their fingerprints on file. However, they must complete an abbreviated online application process, also accessible at the NJDOE Criminal History Review [click here](#) to archive.

Payment information: Submit your credit card payment - Total payment is \$29.75, which includes the \$10 administration fee and the \$1 fee charged by NICUSA.

Please contact Donna Berkauzer at (856) 629-9500 ext. 1202, if you need assistance or have any questions.