



65 Highland Avenue, Peapack, New Jersey 07977 • Tel. 908-234-0011 • Fax 908-781-6816 • [www.matheny.org](http://www.matheny.org)

Please make two (2) appointments for fingerprinting (Department of Education – DOE, and Department of Developmental Disabilities - DDD) as soon as possible. Only credit card payments are accepted by DOE, if you do not have a current credit card, please purchase a pre-paid credit card to complete transactions online. To make a fingerprinting appointment with DOE:

- First, please visit <http://www.state.nj.us/education/educators/crimhist/> to pay the **\$11.00** Administrative Fee (only credit cards accepted for payment).
  - Click on “File Authorization and Make Electronic Payment.”
  - Click on “New Administrative Fee.”
  - Click on “1 – All Job Positions (except School Bus Drivers) for Students with Disabilities
  - Enter your personal information into the data fields
  - Job Category is “College Student”
  - School Info:
    - Select **“Other School Selection”**
    - County – **“Somerset (36)”**
    - District – **“Somerset Hills Regional (8274)”**
    - School – **“Matheny School (001)”**
  - Click on “Make Payment”
  - Click on “View and/or Print your New Administrative Fee Payment confirmation page,” and provide me with a copy of that confirmation
  - Click on “Complete and/or print your IdentoGo Fingerprint Form” – please print or save this form, you will need the information within to make your fingerprinting appointment
  - Click on “Click here to schedule your fingerprinting appointment with MorphoTrust” and enter the information from your IdentoGo form
  - You will be asked to submit payment of **\$24.20** (only credit cards accepted for payment) to complete the fingerprint reservation
- To make a fingerprinting appointment with the DDD (Human Services Private Contractor):
  - Please print the attached IdentoGo form for DDD and enter the requested information for a New Appointment here: <https://nj.ibtfingerprint.com/>
  - or by calling MorphoTrust at 1-877-503-5981.