

St. Therese Church

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FINGERPRINT Criminal Background Check ** DIRECTIONS **

Revised: December 22, 2010

These instructions are for St. Therese School TEACHERS / EMPLOYEES only. It is a requirement that you be fingerprinted for a criminal background check.

STEP by STEP INSTRUCTIONS:

1. **Start with the Proper Form:** Use the proper *MorphoTrak Inc. Universal Fingerprint Form* number NJAPS2, VERSION 4.0. This form has codes unique to St. Therese Church, Succasunna and to your status as an Educator and Employee. It is very important that you do not use or share your form with anyone else.
2. **Review and Complete the form.** Please read about the \$11 fee for cancelled appointments.
3. **Make an appointment** for fingerprinting: two ways to do this:
 - a. Internet: www.bioapplicant.com/nj (preferred and quickest way)
NOTE: Please pay particular attention to making your online selections for boxes 1-7. OR
 - b. Phone: (this process takes two weeks or more to complete)
call 877-503-5981 (English or Spanish)
4. **Fees:** Teachers are \$70.25. You can pay by credit card, money order, or electronic payment. The parish will reimburse you upon request (see #6 below).
 - a. The preferred manner of payment is by credit card. You can charge this to your account and be fingerprinted once the appointment is made. This process is very quick.
 - b. If you do not wish to charge it, then call the phone number listed above. Tell the person at the call center that you are paying by money order. The money order is mailed to a New York address that you will be given. After a few days, call the number again to see if your check was received and then you can make an appointment. This process takes about two weeks.
5. **Go to your appointment** to get fingerprinted. Directions to the two closest sites are attached. There are other sites available for you to choose online. It is very important to bring along:
 - a. the *MorphoTrak Inc. Universal Fingerprint Form*
 - b. a valid Photo ID – see Box for acceptable documents. Make sure the date is not expired.
6. **After your appointment**
 - a. Bring or mail the completed *MorphoTrak Inc. Universal Fingerprint Form* and the **receipt they give you** (a photocopy is okay) to St. Therese Rectory (address above)
 - b. If you wish to be reimbursed, please submit a **Reimbursement Request Form**. Otherwise we thank you most gratefully for your donation in helping us defray these costs. If requested, you will receive reimbursement by mail in approximately two weeks.
7. **Notification:** we should have results back in 2-3 weeks. You will only be notified if there is a problem. If there is a problem with the clarity of the prints and you have to be re-printed, there will be no additional fees. If there is a conviction on record you will be given the opportunity to get a copy of the criminal record and appeal or discuss this matter with both the pastor and the Diocesan Attorney.