



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: February 6, 2020
To: Chief School Administrators, Charter School and Renaissance School Project Leads, Administrators of Private Schools for Students with Disabilities, Administrators of Nonpublic Schools
Route To: Personnel Responsible for Processing Background Checks, Authorized Vendors
From: Dr. Jamar E. Purnsley, Director
Office of Fiscal Accountability and Compliance

IDEMIA Service Code for New Applicants

Effective February 17, 2020, all new applicants for a criminal history background check will need a unique service code to schedule their fingerprint appointments with IDEMIA, the vendor that processes criminal history background checks. The six-character Service Code is used for uniquely identifying the Agency (ORI), Reason for Fingerprinting (RFP), Price, and other defining data for the transaction.

The use of the Service Code ensures that new applicants are being printed for the correct purpose and are not accidentally or incorrectly being processed for a service they don't need. IDEMIA's customer service call center representatives will not provide Service Codes to callers. The distribution of the Service Code is dependent on the hiring agency to provide the correct Service Code to the new applicants.

The following are Service Codes that have been provided to the Department of Education, Office of Student Protection:

Reason for Fingerprinting (Box 4 on the NJ Universal Fingerprint form)	Service Code
Public School Employment	2F1FB1
Nonpublic School Employment	2F19ZQ
School Bus Driver Employment	2F1GSH
School Board Member/Trustee	2FIGN4
DOE Volunteer	2F151N
DOE Volunteer Nonpublic	2F14XX

For additional information or clarification, please visit the New Jersey Department of Education's [Office of Student Protection](#) webpage and select the "Instructions" tab, or call the office at (609) 376-3999.

- c: Members, State Board of Education
- Lamont O. Repollet, Ed.D., Commissioner
- NJDOE Staff
- Statewide Parent Advocacy Network
- Garden State Coalition of Schools
- NJ LEE Group