

**Burlington County Institute of Technology
Adult Education**

Discover Your Potential

Dr. Ashanti Holley
Superintendent of Schools



Dr. Andrew McAlpin
Adult Education Principal
amcalpin@burlcoschools.org

Dr. E.M.C. Lazarus
Adult Education Supervisor
elazarus@burlcoschools.org

**BACKGROUND CHECK MUST BE COMPLETED THREE (3)
WEEKS PRIOR TO THE START OF CLASS!**

Instructions for Criminal Background Check

Note: You will need a credit card to pay the fee of \$45.73 (subject to change)

Go to **NJSP.org**

Click **“Services”**

Click on **“Criminal History Record Information (CHRI)”**

Scroll down and select [Personal Record Request](#), [Fingerprint Instructions](#), (Please make sure to select NJ RESIDENT if you live New Jersey or OUT OF STATE RESIDENT if you do not live in New Jersey)

Scroll to link to schedule appointment <https://uenroll.identogo.com/>.

“Service Code 2F1BJG”

Click on **“Schedule or Manage Appointment”**

Complete the form and click **“Next”**

Contributor Case Number—enter **“PRR”**

Once fingerprinted, Applicants and/or Employers will have the ability, within 24 to 72 hours, to download the Personal Record Request letter by clicking on the link, <https://njportal.com/NJSP/prr>. To download the Personal Record Request letter, Applicants and/or Employers will need the IdentoGO PCN, Last Name and Date of Birth as entered on the IdentoGO form to be authenticated. The Applicants and/or Employers will have up to 90 days from the date fingerprinted to download the Personal Record Request letter. After 90 days, the Applicant will need to repeat the Personal Record Request process and be fingerprinted again.

BCIT Medford

 10 Hawkin Road
Medford, NJ 08055
 (609) 654-0200

BCIT Westampton

 695 Woodlane Road
Westampton, NJ 08060
 (609) 267-4226

www.burlcoschools.org