



151 Gropp Avenue Hamilton, NJ 08610

Phone: 609-585-7733

[www.srsnj.org](http://www.srsnj.org)

**Inspired by Faith**

**Empowered by Knowledge**

**United by Community**

Here at Saint Raphael School, the safety of all of God's children is of the utmost importance. As a Diocesan school, all Volunteers/Chaperones who come in contact with children, are required to be VIRTUS Trained and Fingerprinted. This includes PTA volunteers, chaperones for class trips, Room Parents, etc.

VIRTUS Training can be done In Person at local parishes, or online. If you prefer to do the training online, please contact Midge Cassarini at Faith Formation to schedule the class, at [mcassarini@srhap.org](mailto:mcassarini@srhap.org). To schedule an In Person VIRTUS Training class, please use the following link : <http://www.virtusonline.org/virtus/>. Please choose Trenton, NJ (Diocese) as the Organization. Once your VIRTUS Training is completed, please provide a copy of your certificate to the School Main Office.

Fingerprinting is done through the New Jersey Department of Education Office of Student Protection at : <http://www.nj.gov/education/educators/crimhist/>. Please following these instructions to schedule an appointment:

1. Click on "New Applicant" and then click on the link that says "New Applicant Process".
2. Select "New Administration Fee Request (New Applicants Only)" and enter your SSN. Choose Option 3, All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools.
3. Enter the requested personal information. Job Category: Volunteer; School Info: Other School Selection, County: Mercer, District: Diocese of Trenton, School: Diocese of Trenton.
4. You will then be required to pay an administrative fee. Please click the "Make Payment" button only once. **You will be reimbursed for any fees associated with this process.** Please retain and submit all receipts to the School Main Office.
5. Please Print the New Administration Fee Payment Request confirmation page, and submit a copy to the School Main Office.
6. Please Print your Identgo NJ Universal Fingerprint Form to use when making your fingerprint appointment and to present at the time of your fingerprinting.
7. Click on the "Click here to schedule your fingerprinting appointment with Idemia" to schedule an appointment. Please choose Service Code "2F14XX" in Box 4.
8. Approximately two weeks after you have been fingerprinted, you must print your "Applicant Approval Employment History" by accessing the Office of Student Protection Website. Please provide a copy to the School Main Office.

If you have already undergone VIRTUS Training (within the last 4 years) and Fingerprinting, if you have chosen to Buyout of Service for the 2022-2023 School Year, or if you are unsure of your status, please contact the Main Office. If you have any questions, please contact Jennifer Peoples in the Main Office for assistance at 609-585-7733 or [jennifer.peoples@srsnj.org](mailto:jennifer.peoples@srsnj.org).

*Accredited by*

