



Burlington County Institute of Technology

Adult Education

Westampton · 695 Woodlane Road, Westampton, NJ 08060 · (609) 267-4226 ext. 8231 · Fax (609) 267-3752

Medford · 10 Hawkin Road, Medford, NJ 08055 · (609) 654-0200 ext. 8426 · Fax (609) 654-2698

**Service
Community
Excellence**

Mr. Jesse Pappler

Adult Education Assistant Principal
Burlington County Apprenticeship Coordinator
jpappler@burlcoschools.org

Dr. E.M.C. Lazarus

Adult Education Healthcare Program Coordinator
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 \$42.80 (subject to change)

Go to **NJSP.org**

Click **“Services”**

Click on **“Criminal History Background Checks”**

Scroll to **“Personal Records Request”**

Click on **“Service Code 2F1BJG”**

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

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

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