

Egg Harbor Township Volunteer Coaches Background Check Instructions

Egg Harbor Township Ordinance No. 46 of 2007 is an Ordinance establishing Chapter 90 of the Township Code entitled “Criminal Record Checks for Employees and Volunteers” requiring Township Non-Profit Youth Organizations to submit to a criminal history background check. In 1999, the State Legislature of New Jersey made it legal to conduct background checks on volunteers. As a volunteer coach you are responsible for the fee that is charged to conduct your fingerprinting and background check. At the end of each season the Township of Egg Harbor will process a \$13.00 payment to the various volunteer sport organizations for each coach that they verify has completed the background check. Each organization has its own policy on re-imbusement. It is suggested that you consult with the organization that you are volunteering for in order to determine what its policy is for the reimbursement of this fee. Remember, the Township will only process the re-imbusement to the various organizations at the end of each season. All individuals must be checked, regardless of previous criminal background checks at an earlier time. **THERE ARE NO EXCEPTIONS.**

If you are ready to be fingerprinted and have a background check conducted, please complete the following steps.

1. Go to ehtgov.org/recreation and click Volunteer Coaches then Background Check. Download and print the form (3 Pages). You can also call EHT Recreation at 272-8120 to secure a form by mail. Forms secured by these two methods will have all necessary EHT information on them. **DO NOT USE FORMS FROM ANY OTHER METHOD.**
2. Complete and answer questions #9 thru #26 – All are self explanatory.
3. Read all of the instructions listed on the lower portion of the form. You must read and understand each of these paragraphs, before you make your appointment to be fingerprinted.
4. When you have completely read the instructions on the “volunteer applicant form” contact Identigo - Morpho Trust USA for your fingerprinting session at 1-877-503-5981.
5. You can make an appointment via the web at ww.bioapplicant.com/nj, 24 hours per day, 7 days per week. For applicants who do not have web access, appointments can be made by contacting Identigo - Morpho Trust USA at 1-877-503-5981 on a first call, first served basis Monday thru Friday, 8:00 AM to 5:00 PM EST and Saturday, 8:00 AM to 12 Noon EST.
6. The closest Identigo - Morpho Trust USA location is: Central Square Shopping Centre, 199 New Road, Route 9, Suite #67, Linwood, New Jersey 08221.
7. The cost of for the fingerprinting and background checks for volunteers is \$24.20 (as of 09/2014). Payment by credit card will be required at the time of scheduling your background check. The applicants account will be charged at the time they schedule. Payment by money order at the site will be accepted for applicants scheduling via the call center only. Payment by money order must be indicated at the time of scheduling. **NO OTHER FORM OF PAYMENT WILL BE ACCEPTED AT THE FINGERPRINTING SITE.** A fee of \$10.00 is charged to cover the cost of a scheduled appointment for applicants who do not cancel by noon on the business day prior to

your scheduled appointment. The \$10.00 fee also applies to applicants who are turned away from the printing sites due to their inability to present proper ID as defined in the Acceptable ID Requirements block on Identigo - Morpho Trust USA Form No. NJAPS2, or who fail to present form No. NJAPS2. (Form you downloaded from EHT web-site or was mailed to you by the EHT Recreation Department.

The VRO (Volunteer Review Organization) will respond to EHT Recreation in the form of a letter advising of the volunteer's eligibility under the law. The volunteer group President can access the list of coaches that have satisfactorily completed the background check process.

Approved Coaches List

By submitting to this background check, you are agreeing that upon successful completion of the background check your name will be added to a roster of approved coaches which will be placed on ehtgov.org.

Appeal Process

Persons who have been denied based on a recommendation by the VRO must obtain a copy of their criminal history record by completing the Criminal History Record Release Form and mailing it to the New Jersey State Police, State Bureau of Identification, Volunteer Review Operation. The form can be obtained from the Recreation Department by calling 272-8120. The VRO will mail a copy of the disqualifying record to the aggrieved individual. The individual in turn can contact the EHT Recreation Department at 272-8120 to arrange an Appeal Meeting with an Appeals Board sanction by Ordinance No. 46 of 2007.

New Jersey Universal Fingerprint Form

www.bioapplicant.com/nj

(1) Originating Agency Number (ORI #) NJ920610Z		(2) Category YSB		(3) Statute Number 15A:3A-1	
(4) Reason for Fingerprinting YOUTH SERVING ORGANIZATION VOLUNTEER			(5) Document Type VB1		(6) Payment Information \$24.20
(7) Contributor's Case # (Unique Identifier) A08001				(8) Miscellaneous	
(9) First Name		(10) MI		(11) Last Name	
(12) Daytime Phone Number () - - - - -		(13) Social Security Number (Optional)		(14) Date of Birth	(15) Height
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)			(19) Country of Citizenship
(20) Home Address					
Address		City		State	Zip
(21) Gender (Select one) [<input type="checkbox"/>] Female [<input type="checkbox"/>] Male [<input type="checkbox"/>] Both		(22) Hair Color		(23) Eye Color	
(24) Race (Select One) [A] Asian/ Pacific Islander (includes Asian Indian) [B] Black [I] American Indian / Alaska Native [W] White (Includes Hispanic/ Spanish Origin) [U] Unknown					
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address			
		City		State NJ	Zip
<p>Identification Requirement - Identification must be presented at the <u>time of printing</u>. Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria; Photo, Name, Address (home/employer), Date of Birth and is issued by a Federal, State, County or Municipal entity for Identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).</p>					

Please READ this form carefully

and follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY**. It is **required** you **present** this completed Universal Fingerprint Form, IDG_NJAPP_020115_V2, at your scheduled appointment.

Appointment Scheduling:

Scheduling is available anytime at www.bioapplicant.com/nj. Appointments may also be scheduled through our CallCenter. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

Payment:

When an Applicant is responsible for payment, Payment Is Required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, or electronic debit (ACH) from a checking account; accounts will be debited immediately. Money Order is the only form of payment accepted at the enrollment center. **Cancel/ Reschedule:**

Appointments may be canceled or rescheduled via the website or the call center before the deadline of 5PM EST the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline; MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

Unable to be Fingerprinted:

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment; Inability to present proper Identification; Inability to present this completed Universal Fingerprint Form IDG_NJAPP_020115_V2; Information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 appointment fee; MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

PCN and Receipts:

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide *duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.*

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information:		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.
APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM