

## Egg Harbor Township Volunteers Background Checks

As per Egg Harbor Township Ordinance No. 46 of 2007, which is an Ordinance establishing Chapter 90 of the Township Code entitled "Criminal Record Checks for Employees and Volunteers" involved with 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, which included board members and coaches you are responsible for the \$24.05 fee that is charged to conduct your fingerprinting and background check. However, at the end of each season the Township of Egg Harbor will process payment upon request to the various volunteer sport organizations half the fee (\$12.03) for each coach that they verify has completed the background check. Each organization has its own policy on reimbursement. 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-imbursement 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](http://ehtgov.org) and click Volunteer Background Check Form. Download and print the form. 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. ALWAYS USE THE CURRENT FORM LOCATED ON OUR WEBSITE AND IN OUR OFFICE. NEVER USE AN OLD FORM.
2. Complete and answer questions #9 thru #24 – 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 Idemia's IdentoGo to schedule an appointment
5. **All applicants must go to IDEMIA'S new website at <http://uenroll.identogo.com/>**  
The website provides detailed scheduling instructions and a list of each unique service code.  
**Volunteer coaches and board members use the following service code on the website when making an appointment: 2F1J3Y**  
Township employee applicants use the following service code when making an appointment: 2F1J2G.
6. Each applicant will utilize the applicable service code when scheduling the fingerprint appointment on the new UEP website and enter the correct "Contributor's Case #" in Block #7 of the form: A08001.
7. The closest Morpho Trak location is: Central Square Shopping Centre, 199 New Road, Route 9, Suite #67, Linwood, New Jersey 08221.
8. 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 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 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 Morpho Trak 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 volunteers that have satisfactorily completed the background check process.

### **Approved Volunteers 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 volunteers which will be placed on ehtgov.org.

### **Appeal Process**

Persons who have been denied based on a recommendation by the VRO may 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 Director of Parks and Recreation at 609-272-8120. 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 as sanctioned by Ordinance No. 46 of 2007.

**Revised: 2/20/2020**



# IdentoGO New Jersey Universal Fingerprint Form

By IDEMIA

[www.bioapplicant.com/nj](http://www.bioapplicant.com/nj)

(1) Originating Agency Number (ORI #) <b>NJ920610Z</b>		(2) Category <b>YSB</b>		(3) Statute Number <b>15A:3A-1</b>	
(4) Reason for Fingerprinting <b>YOUTH SERVING ORGANIZATION VOLUNTEER</b>				(5) Document Type <b>VB1</b>	(6) Payment Information <b>\$24.05</b>
(7) Contributor's Case # (Unique Identifier) <b>A08001</b>				(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
(16) Weight		(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) [ ] Female [ ] Male [ ] 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	Zip
<b>Identification Requirement</b> - Acceptable Identification must be presented at the time of printing. 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/issuing agency), Date of Birth. Acceptable ID must be 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 10/31/2011).					

## Please READ This Form Carefully:

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** that you **present** this completed Universal Fingerprint Form, IDG\_NJAPP\_051719\_V1, at your scheduled appointment.

## Appointment Scheduling:

Scheduling is available anytime at <http://enroll.identogo.com>

## 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, American Express, Discover and prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

## 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 \$12.00 plus tax (\$12.80) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. Idemia Identity & Security 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\_051719\_V1, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$12.00 plus tax (\$12.80) appointment fee. Idemia Identity & Security 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. Idemia Identity & Security 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**

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