



Instructions for Identogo Fingerprinting

Please let the Recreation Dept. know if you are getting fingerprints done, and forward us your TCN #, your appointment date, and your date of birth so we can retrieve the results.

Results will be deleted after 3 months at Identogo. We can't look for your results if we don't know this information.

Go to website: uenroll.identogo.com

*The page will ask you "Your Service Code".

If you are a VOLUNTEER, your code is 2F1J3Y.

If you are a PAID EMPLOYEE, your code is 2F1J2G.

*With either application, the "Contributor Case Number" is P25001.

(Please see forms in attached packet; and note there are 2 different forms depending upon if you are a volunteer or an employee.)

*The next page will say "Schedule or Manage Appointment". Click on this.

** Please make certain when it asks for employer, please list Long Hill Township and NOT your personal employer.

*The next several pages will have you put in your personal information.

*Follow prompts until you reach a page that asks for Agency Identifiers.

*Continue to follow the prompts.

*The closest site is in Springfield, NJ located at 901 Mountain Ave.

*Click on this site and you will be prompted to select day and time.

***If you have been told your expenses will be reimbursed, please save your receipt, and turn it into the Recreation Dept. for reimbursement.**

The charge for an EMPLOYEE Background Check is \$57.73.

The charge for a VOLUNTEER Background Check is \$25.73.

IdentoGO

Fingerprint Service Code Form

Service Name: YOUTH SERVING ORGANIZATION EMPLOYEE-YSO-State&Fed

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

2F1J2G

When prompted, please enter the following

Contributor Case Number: _____ P25001

Miscellaneous Number: _____

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Juveniles

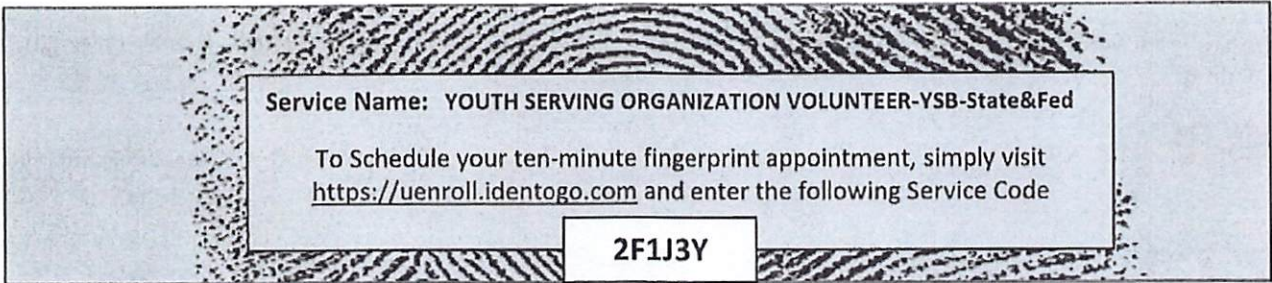
- Approved Document list as shown above; or
- Photo ID Waiver for Minors (Only needed in special circumstances)
 - Required Secondary document if Photo ID Waiver for Minors is selected (only needed in special circumstances)
 - Birth Certificate bearing an official seal (or certified copy) issued by State, county, municipal authority (or outlying possession of the U.S.)
 - Social Security Card



Don't have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.

IdentoGO

Fingerprint Service Code Form



Service Name: YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

2F1J3Y

When prompted, please enter the following
 Contributor Case Number: _____ P25001
 Miscellaneous Number: _____


Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

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- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
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Juveniles

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**NEW JERSEY STATE POLICE, IDENTIFICATION & INFORMATION
TECHNOLOGY SECTION
STATE BUREAU OF IDENTIFICATION, CRIMINAL INFORMATION UNIT
SUBMISSION PACKET FOR THE VOLUNTEER REVIEW OPERATION (VRO)**

The State Bureau of Identification (SBI), Volunteer Review Operation (VRO), requires that the following instructions be adhered to for the successful processing of your organization's criminal history record requests. Incorrect or incomplete submissions will be rejected by the VRO. This rejection will result in delays in obtaining your organization's criminal history record information results. The following is included with this Submission Packet:

- Identogo Fingerprint Service Code Forms 2F1J2G and 2F1J3Y
- Copy of Public Law 1999, Chapter 432
- Your organization's unique Volunteer Registration Number
- Criminal History Record Information Release Form

The **VOLUNTEER REGISTRATION NUMBER (VRN):** P25001

The Volunteer Registration Number (VRN) is a unique tracking identifier assigned to your organization. This six (6) digit identifier is assigned by the State Police VRO (as above). Please note the VRN must be 6 characters and does not support the alpha letter O, only the numeric number zero (0).

VOLUNTEER FINGERPRINTING:

The organization will give each volunteer their 6-digit VRN and appropriate service code in order to set up an appointment to be fingerprinted by Identogo via Web at <https://uenroll.identogo.com>. Please note, the assigned VRN is to be put in the Contributor's Case Number line.

ASSOCIATED FEES:

Applicants are expected to pay at the time of the fingerprinting appointment.

The fee for a volunteer submission is \$25.73 (state and federal fingerprint check).

The fee for an employee submission is \$57.73 (state and federal fingerprint check).

RESPONSE FROM THE VRO:

The VRO will respond to your organization in the form of a letter advising of the volunteer's eligibility under the law. The VRO will not qualify or disqualify a volunteer. The VRO will make a recommendation based on the law. The final decision to employ a volunteer rest with the organization who has requested the criminal history record check.

The VRO will provide the organization with a letter of recommendation or non-recommendation for the volunteer. This will be kept by the individual volunteer as proof of an initial background check.

APPEAL PROCESS:

Persons who have been denied employment 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 within three (3) months of VRO recommendation letter.

The VRO will mail a copy of the disqualifying record to the aggrieved individual. The individual in turn will use the record to appeal the decision to the denying organization.

The VRO will not change its recommendation. The VRO's recommendation is based on the disqualifiers enumerated in the law. The final decision to employ a volunteer rest with the organization who has requested the criminal history record check.

UNCLASSIFIABLE FINGERPRINTS:

In the event a VRO applicant's fingerprints are unclassifiable, the VRO will be responsible for contacting Identogo and advising them that the applicant needs to be re-fingerprinted. Identogo will contact the applicant to be fingerprinted at no additional charge (All re-submissions due to unclassifiable fingerprints must be completed within (90) days of the original submission. Failure to adhere to these guidelines will result in additional fees).

SCHEDULE AN APPOINTMENT:

By the volunteers scheduling their appointments, they are requesting and authorizing the New Jersey State Police to conduct a fingerprint-based NJ State and Federal Criminal History Background Check.

The New Jersey State Police uses the live scan fingerprinting services provided by Identogo, a private company under contract with the State of New Jersey. In order to be fingerprinted for one of the purposes listed above, the applicant is required to contact Identogo via the website at <https://uenroll.identogo.com>. Web scheduling is available 24 hours a day, seven days per week. Please provide 24 hours' notice when canceling/rescheduling an appointment.

Questions? Contact the New Jersey State Police, VRO Program at (609) 882-2000, ext. 2891 or VolReviewOps@njsp.gov.

Public Law 1999, CHAPTER 432

AN ACT concerning criminal history record background checks of employees and volunteers of nonprofit youth serving organizations and supplementing Title 2A of the New Jersey Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

C.15A:3A-1 Definitions relative to criminal history background checks for employees, volunteers of youth serving organizations.

1. As used in this act:

"Criminal history record background check" means a determination of whether a person has a criminal record by cross-referencing that person's name and fingerprints with those on file with the Federal Bureau of Investigation, Identification Division and the State Bureau of Identification in the Division of State Police.

"Department" means the Department of Law and Public Safety.

"Nonprofit youth serving organization" or "organization" means a corporation, association or other organization established pursuant to Title 15 of the Revised Statutes, Title 15A of the New Jersey Statutes, or other law of this State, but excluding public and nonpublic schools, and which provides recreational, cultural, charitable, social or other activities or services for persons younger than 18 years of age, and is exempt from federal income taxes.

C.15A:3A-2 Youth serving organization request for criminal background check; costs.

2. a. A nonprofit youth serving organization may request, through the department, that the State Bureau of Identification in the Division of State Police conduct a criminal history record background check on each prospective and current employee or volunteer of the organization.

b. For the purpose of conducting the criminal history record background check, the division shall examine its own files and arrange for a similar examination by federal authorities. The division shall inform the department whether the person's criminal history record background check reveals a conviction of a disqualifying crime or offense as specified in section 3 of this act.

c. The division shall conduct a criminal history record background check only upon receipt of the written consent to the check of the prospective or current employee or volunteer.

d. The organization or the prospective or current employee or volunteer shall bear the costs associated with conducting criminal history background checks. Notwithstanding any law or regulation to the contrary, the department shall not charge a fee for a criminal history record background check that exceeds the actual cost of conducting that check, as determined by the Attorney General. The Attorney General shall annually certify to the State Treasurer the cost per criminal history background check in the immediately preceding year.

C.15A:3A-3 Conditions under which a person is disqualified from service

3. A person may be disqualified from serving as an employee or volunteer of a nonprofit youth serving organization if that person's criminal history record background check reveals a record of conviction of any of the following crimes and offenses:

a. In New Jersey, any crime or disorderly persons offense:

(1) involving danger to the person, meaning those crimes and disorderly persons offenses set forth in N.J.S.2C:11-1 et seq., N.J.S.2C:12-1 et seq., N.J.S.2C:13-1 et seq., N.J.S.2C:14-1 et seq. or N.J.S.2C:15-1 et seq.;

(2) against the family, children or incompetents, meaning those crimes and disorderly persons offenses set forth in N.J.S.2C:24-1 et seq.;

(3) involving theft as set forth in chapter 20 of Title 2C of the New Jersey Statutes;

(4) involving any controlled dangerous substance or controlled substance analog as set forth in chapter 35 of Title 2C of the New Jersey Statutes except paragraph (4) of subsection a. of N.J.S.2C:35-10.

b. In any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute any of the crimes or disorderly persons offenses described in subsection a. of this section.

C.15A:3A-4 Submissions, exchange of background check information.

4. a. Prospective or current employees and volunteers of nonprofit youth serving organizations shall submit their name, address, fingerprints and written consent to the organization for the criminal history record background check to be performed. The organization shall supply this documentation to the Attorney General, who shall coordinate the background check.

b. The Attorney General is authorized to exchange fingerprint data with, and receive criminal history record information for use by nonprofit youth serving organization from the Federal Bureau of Investigation, Identification Section and the Division of State Police, Bureau of Identification and such other law enforcement agencies and jurisdictions as may be necessary for the purposes of this act.

c. The department shall act as a clearinghouse for the collection and dissemination of information obtained as a result of conducting criminal history record background checks pursuant to this act.

C.15A:3A-5 Rules, regulations.

5. The Attorney General, pursuant to the "Administrative Procedure Act," PL. 1968, c.410 (C.52:14B-1 et seq.), shall adopt rules and regulations to effectuate the purposes of this act concerning access to and dissemination of information obtained as a result of conducting a criminal history record background check.

6. This act shall take effect 90 days following enactment.

Approved January 18, 2000.

**NEW JERSEY STATE POLICE, STATE BUREAU OF IDENTIFICATION (SBI)
VOLUNTEER REVIEW OPERATION**

**REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION RELEASE FORM
(Type or print all information)**

A. NAME AND ADDRESS OF ORGANIZATION REQUESTER

VRN: P25001

B. AUTHORIZATION BY SUBJECT OF REQUEST

NAME AND ADDRESS:

APPLICANT PCN: _____

I hereby request any Criminal History Record Information maintained by your agency, meeting dissemination criteria, for the purpose of VRO Fitness Review.

Any records(s) received shall be used solely for the authorized purpose for which it was obtained.

The records will be destroyed immediately after it has served its authorized purpose(s).

I am aware that the SBI will rely upon the accuracy and truthfulness of the information provided in this request for the purpose of VRO Fitness Review.

Type or print name of authorized person making certification

Signature of authorized person making certification

Date: _____

Mail Completed Form To:
New Jersey State Police
SBI, VRO Program
PO Box 7068
West Trenton, NJ 08628