

Initial Background Check through Identogo

1. **Download and print the form for fingerprints.**
2. On Line #7, it is pre-printed with "LHREC-2015-", please enter applicant last name after "2015". (whatever the current year is)

Example: "LHREC-2015-Doe"

3. Complete the remainder of applicant boxes (#9-26)

Call or schedule your appointment online. (<https://nj.ibtfingerprint.com/>)

4. To view locations where fingerprinting can be done, use this link:

<https://nj.ibtfingerprint.com/#Locations>

Once on this page, click on link: uenroll.identogo.com

Your service code or your ORI# is: NJ0143000

If that # is not getting you to the screen to make appointments, you can scroll through the dropdown menu to find the Long Hill Police Dept. or take this short-cut and enter code: 2F1HSX

5. After you apply , pay online, and receive your receipt, please make a copy of the form and your receipt, and forward it to:

Township of Long Hill Recreation Dept.

915 Valley Rd.

Gillette, NJ 07933

6. The Recreation Dept. will hold a copy on file and make sure we hear back from the LHPD on the check and then update your coaching profile maintained on Community Pass. Please note that Identogo destroys the

records after 3 months, and we cannot go back and check to see an applicant's results after that.

Any questions, please contact the Long Hill Parks & Recreation Dept. at 908.647.8000 x267 or x219