

## **Egg Harbor Township Volunteer Coaches 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 coach you are responsible for the \$26.00 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 to the various volunteer sport organizations \$13.00 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 reimbursement 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](http://ehtgov.org/recreation) and click Volunteer Coaches then Background Check. Download and print the form and instructions (3 Pages). You can also call EHT Recreation at 609-272-8120 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 Morpho Trak for your fingerprinting session at 1-877-503-5981.
5. You can make an appointment via the web at [www.bioapplicant.com/nj](http://www.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 Morpho Trak 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 Morpho Trak 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 \$26.00. 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 \$11.00 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 \$11.00 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 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 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 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 Recreation Department by calling Bob Lincoln at 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.

### Formerly Sagem Morpho Inc

(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>\$26.00</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	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden Name (if married female)		(18) Place of Birth (U.S. State –for US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address					
Address		City		State	Zip
(21) Gender (Select one) Male ( ) Female ( ) Both ( )	(22) Hair Color (Indicate most predominant color, one only)	(23) Eye Color	(24) Race (Select One) A Asian/ Pacific Islander ( includes Asian Indian) B Black W White ( Includes Hispanic/ Spanish Origin) U Unknown I American Indian / Alaska Native		
(25) Occupation	(26) Employer (Name)  Employer Address  City State Zip				

**APPLICANT INFORMATION – READ THIS FORM CAREFULLY AND FOLLOW ALL INSTRUCTIONS TO COMPLETE THE FINGERPRINT PROCESS. You MUST present this completed form at your appointment to be FINGERPRINTED. NO EXCEPTIONS ALLOWED. Applicants without forms or with incomplete forms will not be printed.**

**IDENTIFICATION IS REQUIRED- ACCEPTABLE ID REQUIREMENTS –ID MUST include Photo, Name, Address (Home/ Employer) and 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 Photo Drivers License or Valid Photo ID issued by any State DMV or NJ MVC, 2) Passport. Acceptable ID MUST meet all of the underlined requirements above and MUST be present on one (1) ID. Combinations of documents are NOT acceptable. If acceptable ID is not presented you will not be fingerprinted.**

For applicants who are required to pay for their own fingerprinting fees, payment is required at the time of scheduling. Payment may be made with a credit card or electronic debit from a checking account. Remember your account will automatically be debited. An \$11 fee is charged to cover the cost of a scheduled appointment for applicants who do not cancel/reschedule by noon on the business day prior to your scheduled appointment (Saturday noon for Monday appointments). All appointments can be canceled/rescheduled via the web without penalty if cancellation requirements are met. The \$11 fee will also apply for applicants who are turned away from the printing sites due to the inability to present proper ID, who fail to present this completed Universal Fingerprint Form provided to you by your requesting agency or employer, or who are turned away because information on this form does not match the information provided during the scheduling process. You will be refunded State and Federal search fees only.

Appointment scheduling is available via the web at [www.bioapplicant.com/nj](http://www.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 us toll free at **(877) 503-5981** on a first call, first served basis Monday through Friday, 8:00 AM to 5:00 PM EST and Saturday, 8:00 AM to 12 noon EST. English and Spanish speaking operators are available. Hearing impaired scheduling is available at (800) 673-0353. ONLY applicants who schedule through the call center can make payment by money order at the fingerprint site. No other form of payment is accepted at the fingerprint site.

Your APPLICANT ID, Site, Date, Time of your appointment, and payment authorization will be confirmed by the call center agent or web confirmation when scheduling is complete. You must record this information in the appropriate blocks below while speaking with the operator. If you appear for fingerprinting at a site where you are not scheduled or on a different date and time, you will be turned away and not fingerprinted. If applicable, you may incur the \$11 appointment fee.

Your PCN number will be recorded when your fingerprinting has been completed. You **MUST** retain a copy of the form and a copy of the receipt provided to you by the Fingerprint Technician for your records. **NO RECEIPTS WILL BE PROVIDED AFTER THE DATE OF PRINTING.**

Applicant ID No.	Scheduled Site/ Date/ Time	PYMT Authorization	PCN
Agency Information #1		Agency Information #2	

**APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM**