

# Volunteer Fingerprinting Instructions

As a volunteer coach, you are responsible for the fee that is charged to conduct your fingerprinting and background check. It is suggested that you consult with the organization that you are volunteering for in order to determine whether it has a policy for reimbursement of this fee. If you are ready to be fingerprinted and have a background check conducted, please complete the following steps. Failure to complete all steps will void any temporary approvals for you to coach.

**PLEASE NOTE, THE FINGERPRINTING PROCESS HAS CHANGED BEGINNING 2/17/2020!**

## Step One - Fingerprinting

1. Go online to IDENTOGO: <http://uenroll.identogo.com/>
2. Follow the detailed instructions to schedule your appointment to be fingerprinted
3. Use service code: **2F1J3Y** – NJ920610Z NJSP VOLUNTEER REVIEW OPS YOUTH SERVING ORGANIZATION VOLUNTEER
4. Use Contributor Case #N05005 in Block #7, which is specific to Manalapan Parks and Recreation
5. Be sure your phone number and email address are correct! These are used to retrieve your information at your appointment.
6. Please print a copy of the completed Volunteer Applicant Form for your records, but it is not necessary to bring a copy with you to your appointment.
7. Once fingerprinting is complete, keep your receipt and a copy of the “volunteer applicant form” and begin step two.

## Step Two – Photo I.D. and assignment of VRN

1. Respond to the Manalapan Recreation office located at 93 Freehold Road (Route 522) on the first Sunday of each month between the hours of 11:00 am – 12:30 pm with a copy of your receipt and “volunteer applicant form” to have your I.D. photo taken. In addition, photos can be taken Monday- Friday, between 9:00 a.m. – 4:00 p.m., also at the Manalapan Recreation office. Please check Federal holidays for weekday closures.
2. You must bring the form of I.D. that was provided to IDENTOGO at the time of fingerprinting.
3. If you have attended the Rutgers Youth Sports SAFETY training course with a program other than Manalapan Recreation, a copy of the card you received at that course must be brought to the ID session.
4. You will be assigned a VRN, which will be written on your receipt and “volunteer applicant form”.
5. Your photo will be taken, and your receipt and “volunteer applicant form” will be stamped by a Recreation Supervisor indicating that you have completed this step.
6. Your stamped receipt and “volunteer applicant form” will act as a temporary I.D. You must carry this temporary I.D. when in the presence of the children you are responsible for at all times.
7. Once your background check is finalized, you will receive a permanent I.D. in the mail. This I.D. must be worn when in the presence of the children you are responsible for at all times.