

# Volunteer Fingerprinting Instructions

## For RENEWING your existing Volunteer ID

If you are ready to renew your Certified Volunteer Coaches Badge, there are several steps that need to be completed before your new badge can be issued. New fingerprints are required every four years. See step One below. Please complete all steps.

You will be responsible for the fee charged to conduct your fingerprinting and background check. Consult the organization that you are volunteering for to determine whether it has a policy for reimbursement of this fee.

Failure to complete all steps will void any temporary approvals you have 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

**You have 2 options as a renewing volunteer:**

***A: If you have a photo ID and you do not wish to have a new photo taken:***

1. Remit a copy of your receipt from IDENTOGO and a copy of the “volunteer applicant form” to the Parks and Recreation office. Please include your email address.  
Fax to (732)792-1943 or mail to Manalapan Recreation, 120 Route 522, Manalapan 07726.
2. Your 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.
3. 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.

**OR**

***B: If you would like to have a new photo taken for your volunteer ID:***

1. Respond the Manalapan Recreation office located at 93 Freehold Road (Route 522) on either 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. You will be assigned a VRN, which will be written on your receipt and “volunteer applicant form”.
4. 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.
5. 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.
6. 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.