

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

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.

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. Print a copy of the email confirmation of your appointment from IDENTOGO.
7. Once fingerprinting is complete, print your email receipt 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 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
OR contact the office for exact email address.
2. Your receipt from IDENTOGO 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. Contact the Manalapan Recreation office at 732-446-8355 to make an appointment to have your ID picture taken. Photo appointments can be made Monday-Friday, between 9:00 a.m. – 4:00 p.m. at the Manalapan Recreation office located at 93 Freehold Road (Route 522). For your convenience, you may email a picture to be used for your ID. Please contact the office for exact email address to send to if using this option.
2. You must bring the form of I.D. that was provided to IDENTOGO at the time of fingerprinting or email a copy if sending photo electronically.
3. Your photo will be taken and your receipt will be stamped by a Recreation Supervisor indicating that you have completed this step.
4. Your stamped receipt 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.
5. 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.

- **Please submit copy of receipt from Identogo**
- **Include a copy of your driver's license with your address, phone number and email**
- **Please drop off at the Recreation Office (located at 93 Freehold Road, Manalapan, NJ 07726)**

Thank you for volunteering!!