

# Volunteer Fingerprinting Instructions

As a volunteer coach, you are responsible for the \$26.25 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.

## Step One - Fingerprinting

1. Open the “Volunteer applicant form”
2. Block number 7 should have the following number listed N05005 – **DO NOT CHANGE**
3. Type in blocks #9 through #26 – All are self explanatory.
4. Print the form.
5. Read the all of the instructions listed on the lower portion of the page. You must read and understand each of these paragraphs, before you make your appointment to be fingerprinted.
6. When you have completely read the instructions on the “volunteer applicant form” contact Sagem Morpho for your fingerprinting session.
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 the Kuschick Pavilion located within the Manalapan Recreation Center on either the first Sunday of each month between the hours of 11:00 am – 12:30 pm OR on the third Thursday of each month between the hours of 7:00 p.m. – 8:30 p.m. with a copy of your receipt and “volunteer applicant form”.
2. You must bring the form of I.D. that was provided to Sagem Morpho, at the time of fingerprinting.
3. If you have attended the Rutgers Youth Sports SAFETY training course at a site other than the Manalapan Municipal Building, a copy of the card you received at that course must be brought to the Kuschick Pavilion.
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 complete 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.

