

**THE TOWNSHIP OF MILLSTONE
COUNTY OF MONMOUTH
STATE OF NEW JERSEY**

**PARKS & RECREATION COMMISSION
732-917-2954
609-208-2083 (Fax)**

**470 Stage Coach Road
Millstone Township, NJ 08510**

January, 2012

Dear Coaches/Volunteers:

You recently volunteered to coach in our Recreation program and according to our records your Background Check is no longer valid or not on file with the Recreation Department. A Criminal History Background Check is required every three years.

Procedures for Criminal History Background Checks on Volunteers

Using a completed Volunteer Application Form NJ920610Z, which can be located on the Township's website at www.millstone.nj.us or the Recreation Dept. Volunteers should read the form carefully and follow all instructions to complete the fingerprint process. The completed form must be presented at your scheduled appointment, no exceptions allowed. No variations in the form will be accepted.

Sagem Morpho appointment scheduling is available via the web at www.bioapplicant.com/nj 24 hours a day, 7 days per week. For applicants who do not have web access, appointments are available through the toll free number center 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.

Applicants must pay their own fingerprinting fees. Payment will be required at the time of appointment scheduling by credit card. **No other form of payment will be accepted at the fingerprint site.** Applicant's account will be charged \$26.25 at the time of scheduling. A fee of \$11 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 (Saturday noon for Monday appointments). The \$11 fee also applies to applicants who are turned away from the printing sites due to their inability to present proper ID defined below, or who fail to present Universal Form NJ920610Z provided to you by the Rec Dept and required for printing.

Valid photo identification must be presented at the time of fingerprinting and must have a valid expiration date. Expired New Jersey photo driver license will be accepted in combination with current non-photo license. No other expired identification will be accepted.

Millstone Township has been chosen for the "Check 'Em Out" Megan Nicole Kanka Foundation funding program. This funding covers 100% of the cost of each individual background check.

In order to have the cost paid for by the Foundation, you are required to obtain a completed Volunteer Application Form NJ920610Z supplied by the Megan Kanka Foundation through Millstone Township Recreation. This form cannot be emailed or faxed.

Mandatory Acceptable Identification: ID must be issued by Federal, State, County or Municipal Entity for identification purposes and must include photo, name, address (home/employer) and date of birth. Examples of acceptable identification include 1) photo driver's license or photo ID issued by any State DMV or NJ MVC, 2) passport or immigration ID, 3) Federal, State, County, Municipal Employment ID. ID must meet all of the underlined requirements which must be present on one ID. Combination of documents is not acceptable.

Refund Voucher: At the time of processing, a PCN number will be assigned. Volunteers will be given a receipt as proof of fingerprinting with recorded information attached to the Applicant Universal Form. Millstone Twp. Recreation will provide reimbursement of \$13.13 after the submission of your completed refund voucher and a copy of your receipt.

The New Jersey State Police will conduct a background search and submit the results to the Millstone Twp. Administrator.

Criminal History Background Checks for recreation programs is required every three years.

