

## Township of Saddle Brook, N.J.



DEPARTMENT OF POLICE

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### **Volunteer Review Operation** Criminal Background Checks for Recreation Coaches Instructions

All Saddle Brook Recreation coaches are required to submit to a criminal fingerprint background check. In order to comply with the ordinance you will be required to be fingerprinted at MorphoTrak. MorphoTrak will complete a federal and state background check of the applicant. They will notify the Saddle Brook Police Department if you have ever been convicted of one of the disqualifying crimes enumerated in the township local ordinance. All applicants who pass the background check will be issued an identification card with your picture that must be worn at all times while coaching.

#### **Procedure**

1. Go to [http://njsp.org/info/pdf/042012\\_univform\\_ysb.pdf](http://njsp.org/info/pdf/042012_univform_ysb.pdf) and download the Universal Fingerprinting Form.  
\* Saddle Brook's 6 character VRN# for box #7 is **B08003** (use numeric number 0 only). Box #7 must be completed accurately or your background check result will not be received by Saddle Brook.
2. Make an appointment at [WWW.BIOAPPLICANT.COM/NJ](http://WWW.BIOAPPLICANT.COM/NJ)
  - Refer to the Universal Fingerprinting Form for information to complete application online.
  - Information must match EXACTLY as it appears on your Universal Fingerprinting Form.
  - Originating Agency Number (box #1) MUST read: NJ920610Z –Youth Serving Organization (use number 0 only)
  - Contributor's 6 Character VRN# number (box #7) MUST read: B08003 (use number 0 only)
  - When you receive your Applicant ID Number be sure to write it in the "Applicant ID No." box located in the lower left of the voucher form the form.
  - You are required to make a payment of \$26.25. Your respective recreation league will reimburse this fee to you. You will be reimbursed upon submitting to your respective recreation league the completed Universal Fingerprinting Form with your receipt from MorphoTrak attached to it.
  - \*\*\* All cancellations must be done by noon on the business day prior to your scheduled appointment or you will be responsible for the \$11.00 cancellation fee \*\*\*
3. Respond to MorphoTrak with the proper ID and voucher form. Acceptable forms of identification are listed on the voucher form and the MorphoTrak website. You will be given a receipt that must be submitted to your recreation league.
4. MorphoTrak will process your fingerprints and the results will be sent to the Saddle Brook Police Department. You will be advised if you pass or fail the background check. All those that pass will be issued an ID card by the police department. Those that fail can appeal by completing the New Jersey State Police Criminal History Record Information Release Form.

Any questions may be directed to the Recreation Director, Lou Verile, or your respective recreation league.