

Volunteer Fingerprinting Instructions

As a volunteer coach, you are responsible for the 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.

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

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 copy sending photo electronically.
3. If you have attended the Rutgers Youth Sports SAFETY training course with a program other than Manalapan Recreation, a copy of the card you received at that course must be provided.
4. You will be assigned a VRN, which must be written on your receipt as proof you have completed this step.
5. 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.
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.

- **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 Drop Box (located at 93 Freehold Road, Manalapan, NJ 07726)**

Thank you for volunteering!!