

BACKGROUND CHECK PROCEDURE
REVISED APRIL 12, 2013

TO REGISTER: Go on-line to www.NJSP.ORG to complete the *Universal Fingerprint Form*.

1. Click on the *Criminal History Background Checks* link (found on the right-hand side of the webpage).
2. Click on the *Volunteer Review Operations (VRO) - State and Federal Background Check* link. During this process, you must schedule your appointment time (within 10 days of completing application).
3. Click on the *Youth Serving Organization Volunteer* link. Under Block # 7 (Contributor's Case # (Unique Identifier) on application form enter the Hamilton Township VRO number: **LO5001**.
4. You must bring your completed original application (step 1) along with proper ID to your appointment at Sagem Morpho's site (closest site is in Ewing, 1230 Parkway Avenue, Ewing NJ 08628). Hours of operation: M-F 9AM-4:55PM and 2nd Saturday & 4th Saturday of month 9AM – 11:55 PM
5. After fingerprinting is completed, you will be given a receipt by Sagem Morpho with a PCN # on it. Keep a copy of the receipt for your files, and return a copy of receipt to your league president.

NOTE TO VOLUNTEERS:

Background checks are valid for three years. If there is any question as to if you need to be checked, please call the Recreation Office at 890-4028, for confirmation.