

**FLORENCE TOWNSHIP RECREATION DEPARTMENT
711 BROAD STREET
FLORENCE, NJ 08518**

(609)-499-2525 x112

**UPDATED BACKGROUND CHECK PROCEDURE
VOLUNTEER COACHING**

WEBSITE: uenroll.identogo.com

SERVICE CODE: 2F1J3Y (This code represents that you are a volunteer for a youth serving organization)

CONTRIBUTOR'S CASE NUMBER: CO6001 (You will be asked for this information in one of the spaces provided on the scheduling website)

The next screen you would select the first prompt: "Schedule or Manage Appointment"
(This section requires you to provide your basic information – Name, Birthdate, Email, Phone)

The following pages will request you to provide your mailing address and information associated with your height, weight, hair color, eye color and ethnicity.

You will be provided various options of what you may bring to confirm your identification at the fingerprint center. The most common form of ID is a State Issued Driver's License.

The last portion asks you to select the area which you would prefer to submit your fingerprints. The easiest way to locate fingerprint centers is to enter your Zip Code. In the past Ewing and Cherry Hill were the two closest locations for you to visit.

Once you've selected your location there will be drop boxes which will provide available dates and times for you to select when you are able to go for fingerprinting.

The last section confirms your appointment and requires a payment in order to secure your background check submission. The fee is currently \$24.05. Payment may be made by credit card. Florence Township will reimburse you the fee of \$24.05. Once we have received a letter from the State of New Jersey confirming the completion of your background check, we will schedule your reimbursement to be submitted to our accounting department. Typically all reimbursements are calculated at the end of each month and submitted to be paid during the following month. Reimbursements are made regardless of the findings from the background check.

If you have any questions or difficulties setting up your appointment, please reach out to me any time. You no longer need to bring a filled out paper form to the fingerprinting center.

Sincerely,

Martin Eckert Jr.
Recreation Director

