

TOWNSHIP OF ROBBINSVILLE
DIVISION OF RECREATION
1 WASHINGTON BLVD., SUITE 14
ROBBINSVILLE, NJ 08691
WWW.ROBBINSVILLE-TWP.ORG

VOLUNTEER/COACH
CRIMINAL BACKGROUND CHECK PROCEDURES
Effective March 3, 2008

NOTICE

As per Township Ordinance 2004-07 which requires criminal history background checks of Township employees and volunteers of organizations which utilize Township facilities and fields, and who have direct access to minors, please be advised of the new fingerprinting procedures:

1. Go to www.njsp.org
2. Click drop down box at upper right-hand side marked SERVICES
3. Click on CRIMINAL BACKGROUND CHECKS
4. Scroll to bottom of page and click on YOUTH SERVING ORGANIZATION VOLUNTEER (PDF)
5. Complete this form fully and accurately. In Box #7, fill in the number L04004
6. Visit www.bioapplicant.com/nj to schedule and pay for your background check (\$26.25)
7. There are various sites in NJ to schedule your fingerprinting:
www.bioapplicant.com/NJ/Locations.aspx
8. **After you've been fingerprinted, you must submit a copy of your Sagem Morpho Universal Form (from #5) to the Robbinsville Township Recreation Division to the address above.**

If you have any questions, please call Chris Merias, Recreation Director, (609) 918-0002 x120.