

RIVER EDGE RECREATION

COACH BACKGROUND CHECK DIRECTIONS

If you desire to coach a juvenile sport in River Edge, you **MUST** have a fingerprint background check completed. Follow the instructions below to do so:

YOU ABSOLUTELY POSITIVELY MUST COMPLETE ALL 12 STEPS IN ORDER!

1. Go to <http://njsp.org> the New Jersey State Police web page.
 - a. There are four drop down boxes located towards the top of the web page.
 - b. CLICK on the right box labeled “SERVICES”
 - c. CLICK on “CRIMINAL BACKGROUND CHECK”
 - d. Scroll to the bottom of the page and CLICK on “YOUTH SERVING ORGANIZATION VOLUNTEER” – make sure it says VOLUNTEER.
2. Print this form titled: NEW JERSEY UNIVERSAL FINGERPRINT FORM
3. Go to www.bioapplicant.com/NJ
 - a. CLICK on **START HERE** on the bottom left under New Appointment
 - b. The Idento New Enrollment form will open
 - c. Use the drop down arrow to fill in each box as follows:
ORI (form box 1): **NJ920610Z - YOUTH SERVING ORGANIZATION**
CATEGORY (form box 2): **YSB**
Statue/Reason for Printing (form box 3-4): **15A:3A-1YOUTH SERVING ORGANIZATION VOLUNTEER**
Document Type (form box 5): **VB1**
Contributor’s Case Number (form box 7): *(type in)* **B05002**
Miscellaneous (form box 8): **LEAVE EMPTY**
4. Then CLICK CONTINUE
5. Enter the River Edge zip code – 07661 and CLICK SEARCH. Paramus is obviously the closest location. Book your appointment date / time. CLICK RESERVE. Print or write down your appointment date / time.

6. Complete the Biographic Information form with your personal information. CLICK CONTINUE.
7. VERIFY the information, CLICK to check the box on the bottom left of form to agree to the terms, then CLICK on SAVE & CONTINUE.
8. Enter payment method, CLICK CONTINUE.
9. An Applicant ID Number will be generated. Print or write this number down.
10. Go back to the NEW JERSEY UNIVERSAL FINGERPRINT FORM that you printed out earlier. Complete this form.
 - a. Enter B05002 in BOX #7, Contributor's Case #
 - b. Enter the Applicant ID # that you just generated in box titled: Applicant ID Number on the lower left hand side of the form.
 - c. Complete the remainder of the form, which should be self explanatory.
11. Go to your appointment and bring the completed NEW JERSEY UNIVERSAL FINGERPRINT FORM.
12. After getting your finger prints taken, you MUST hand in your receipt at the Borough of River Edge Finance Dept. You will be reimbursed for the payment and a copy of your receipt will go to the police department, thus indicating you have in fact been printed. You have completed the process at this point and will only hear back from Lieutenant Walker if a criminal record is returned.

**If you have any questions about this process, feel free to contact:
Lieutenant Walker at 201-599-6279**