

FLORENCE TOWNSHIP RECREATION

Volunteer Background Check
Process

Contributor # CO6001

Service Code: 2F1J3Y

FINGERPRINTING/BACKGROUND CHECK

All individuals interested in volunteering to coach in Florence Township Recreation Programs must complete a background check process. We utilize Identogo, which is the vendor for the State of New Jersey/New Jersey State Police.

Website: <https://uenroll.identogo.com/>

INQUIRIES/QUESTIONS

☎ 609-499-2525 x 103

💬 Florence Township
Recreation

✉ recreation@florence-nj.gov

🌐 <https://www.florence-nj.gov/departments/recreation/>

PROCESS TO FOLLOW

Setting up your appointment

Select the Identogo link and enter the Service Code above. It will place you into a category for youth serving volunteer activity. Follow the prompts entering all required information and select a location to visit to complete fingerprinting. Typically, Trenton, Hamilton or Cherry Hill are the closest for our area.

Fees and Reimbursement

Once fingerprinting fees have been paid, please present your receipt to the league in which you are volunteering. You will be tentatively added to their roster and will be scheduled for reimbursement of the background check fee (Fees currently are \$25.73).

Approval and ID Badge

Upon receiving confirmation of background check results, you will need to provide a photo to be placed onto an ID badge. Badge must be worn during all recreation practices and games. Background checks remain valid for a period of three years.

QUICK REFERENCE

- Inquire with league for coaching
- Schedule Background Check
- Submit Receipt of Fees to league
- Receive fee reimbursement
- Provide photo for ID Badge
- Approved/Wear ID/Have Fun

THANK YOU FOR VOLUNTEERING

