

# Somers Point Volunteer Coaches Background Checks

As a volunteer coach you are responsible for the fee that is charged to conduct your fingerprinting and background check. All individuals must be checked, regardless of previous criminal background checks at an earlier time. **THERE ARE NO EXCEPTIONS**

If you are ready to be fingerprinted and have a background check conducted, please complete the following steps.

1. Go to [www.somerspointgov.org/main/recreation](http://www.somerspointgov.org/main/recreation) and click Form for Volunteer Fingerprint Application and print the form. You can also call the CER Office 927-2053 x3101 to secure a form by mail. Forms secured by these two methods will have all necessary Somers Point information on them. **DO NOT USE FORMS FROM ANY OTHER METHOD.**
  2. Complete and answer questions #9 thru #26. For #7 put A12001. Leave #8 blank. The rest of the questions are self explanatory.
  3. Read all of the instructions listed on the lower portion of the form. You must read and understand each of these paragraphs, before you make your appointment to be fingerprinted.
  4. When you have completely read the instructions on the volunteer applicant form contact Morpho Trak for your fingerprinting session at 1-877-503-5981.
  5. You can make an appointment via the web at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj), 24 hours per day, 7 days per week. For applicants who do not have web access, appointments can be made by contacting Morpho Trak at 1-877-503-5981 on a first call, first served basis Monday thru Friday, 8:00 AM to 5:00 PM EST and Saturday, 8:00 AM to 12 Noon EST.
  6. The closest Morpho Trak location is: Central Square Shopping Centre, 199 New Road, Route 9, Suite #67, Linwood, New Jersey 08221.
  7. The cost of for the fingerprinting and background checks for volunteers is currently \$26.00. Payment by credit card will be required at the time of scheduling your background check. The applicants account will be charged at the time they schedule. Payment by money order at the site will be accepted for applicants scheduling via the call center only. Payment by money order must be indicated at the time of scheduling. **NO OTHER FORM OF PAYMENT WILL BE ACCEPTED AT THE FINGERPRINTING SITE.** A fee of \$11.00 is charged to cover the cost of a scheduled appointment for applicants who do not cancel by noon on the business day prior to your scheduled appointment. The \$11.00 fee also applies to applicants who are turned away from the printing sites due to their inability to present proper ID as defined in the Acceptable ID Requirements block on Morpho Trak Form No. NJAPS2, or who fail to present form No. NJAPS2.
- The VRO (Volunteer Review Organization) will respond to Somers Point Community Education and Recreation in the form of a letter advising of the volunteers eligibility under the law. The volunteer group President can access the list of coaches that have satisfactorily completed the background check process.

## Approved Coaches List

By submitting to this background check, you are agreeing that upon successful completion of the background check your name will be added to a roster of approved coaches which will be placed on the city and/or CER web-sites.

## Appeal Process

Persons who have been denied based on a recommendation by the VRO may obtain a copy of their criminal history record by completing the Criminal History Record Release Form and mailing it to the New Jersey State Police, State Bureau of Identification, Volunteer Review Operation. The form can be obtained from the Community Education and Recreation Department by calling the CER Office at 927-2053 ext. 3101. The VRO will mail a copy of the disqualifying record to the aggrieved individual. The individual in turn can contact the CER Office to arrange an Appeal Meeting with an Appeals Board.

