

Background Check Instructions

1. TO REGISTER FOR AN APPOINTMENT ONLINE GO TO
<http://www.bioapplicant.com/nj>
2. BOX 1-6 USE THE CODES ON THE FORM TO INPUT FROM THE DROP DOWN MENU
2. BOX 7 Choose P03017 (THE 0'S ARE ZERO'S)
3. NEXT YOU WILL BE ASKED TO MAKE YOUR APPOINTMENT. PARSIPPANNY IS THE CLOSEST LOCATION AND THEY OFFER SATURDAY APPOINTMENTS. PARAMUS AND OTHER LOCATIONS ARE ALSO AVAILABLE.
4. NEXT ENTER YOUR PERSONAL INFORMATION ASKED AND COMPLETE THE SAME ON YOUR APPLICATION TO BRING TO YOUR APPOINTMENT.

Notification Period - Recreation usually receives notification from the state 5-7 days after your prints have been taken. When notice of passage is received by the Recreation Department; as long as you have completed your coach certification class your permanent badge will be mailed immediately to you.

Reimbursement – If you choose you may get reimbursed for the fingerprint fee by submitting your fingerprint application, receipt and a completed voucher to the Recreation Department after you've been fingerprinted. Reimbursement takes 4-6 weeks.

If you have any questions or need help with this process please email ldent@montvillenj.org or call 973-331-3344.



New Jersey Universal Fingerprint Form

www.bioapplicant.com/nj

(1) Originating Agency Number (ORI #) NJ920610Z		(2) Category YSB	(3) Statute Number 15A:3A-1		
(4) Reason for Fingerprinting YOUTH SERVING ORGANIZATION VOLUNTEER			(5) Document Type VB1	(6) Payment Information \$24.20	
(7) Contributor's Case # (Unique Identifier) PO 3017			(8) Miscellaneous		
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number () -		(13) Social Security Number (Optional)	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address					
Address		City	State	Zip	
(21) Gender (Select one) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both	(22) Hair Color	(23) Eye Color	(24) Race (Select One) <input type="checkbox"/> A Asian/ Pacific Islander (includes Asian Indian) <input type="checkbox"/> B Black <input type="checkbox"/> I American Indian / Alaska Native <input type="checkbox"/> W White (Includes Hispanic/ Spanish Origin) <input type="checkbox"/> U Unknown		
(25) Occupation / Position (with respect to Requirement)	(26) Employer / Organization Name (with respect to Requirement)				
	Employer Address		City	State	Zip
Identification Requirement: Acceptable identification must be presented at the time of printing. Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/employer), Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (Issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).					

Please READ This Form Carefully:

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is required that you present this completed Universal Fingerprint Form, IDG_NJAPP_020115_V2, at your scheduled appointment.

Appointment Scheduling:

Scheduling is available anytime at www.bioapplicant.com/nj. Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at 1-877-503-5981, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

Payment:

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

Cancel/ Reschedule:

Appointments may be canceled or rescheduled via the website or the call center before the deadline of 5P MEST, the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 plus tax (\$10.70) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

Unable to be Fingerprinted:

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG_NJAPP_020115_V2, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 plus tax (\$10.70) appointment fee. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

PCN and Receipts:

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.

Applicant ID Number	Payment Authorization	PCN
Schedule Day & Date	Schedule Time	Schedule Site
Agency Information		

You MUST retain a copy of this form and the receipt of printing for your personal records.

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM

Township of Montville

195 Changebridge Road, Montville, NJ 07045-9498
 Municipal Offices: (973) 331-3300 * Fax (973) 402-0787

Date: _____
 Date Paid _____
 Check # _____

Notice: A signed voucher must be returned attached to bills for payment. All bills must be itemized and accurately show for what service or material the same are presented.

Pay To: _____
 Name: _____
 STREET: _____
 City, State, Zip: _____

Quantity	Description Of Goods Or Services Rendered	Unit Price	Amount
1	Reimbursement for Coach Background Check		\$24.20

Purchase Order # _____

Capital	_____
Dog Fund	_____
Developer's Trust Fund I	_____
Developer's Trust Fund II	_____
In-House Engineering	_____
Public Assistance II	_____
Special Construction	_____
Special Recreation	_____
Special Roads	_____
Unemployment T.F.	_____
SUNSHINE	_____

Vendor's Certification and Declaration
 I do solemnly declare and certify under the penalties of the law that within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charges is a reasonable one.

Sign Here _____
 Official Position Coach

Signature for Requisition (Department Head) _____
\$24.20

Receipt Certification
 I certify that the materials and supplies have been received or the services rendered; said certification is based on delivery slips acknowledged by a municipal official or employee or other reasonable procedures.

Sign Here _____
 Official Position _____

Fund's Certified _____
 (Treasurer's Office)

Claim Approved _____
 (Mayor or Administrator)

Date _____

- [Refund Policy](#)
- [Locations](#)
- [FAQ](#)
- [Privacy Statement](#)
- [Contact Us](#)

Locations and Hours

Ancora

*Ancora Psychiatric Hospital - Sycamore Bldg
301 Spring Garden Rd, 1st Floor
Hammonton, NJ 08037*

Hours:

Two Fridays per month 9AM-12PM & 1PM-4PM

Map

Ancora Driving Directions

Annandale

*Annandale Square-Corbit Building
67 Beaver Ave, Second Flr, SW Suite
Annandale, NJ 08801*

Hours:

Tue, Wed 9AM-12PM & 1PM-5PM; 2nd & 4th Sat 9AM-12PM & 1PM-5PM

Map

Annandale Driving Directions

Brick

*Yorktowne Plaza Unit 23
2850 Yorktowne Blvd
Brick, NJ 08723*

Hours:

M,T, Th, F 9AM-12PM & 1PM--5PM; W 12PM-4PM & 5PM-8PM; 2nd & 4th Saturday
9AM-12PM & 1PM--5PM

Map

Brick Driving Directions

Cherry Hill

*Colwick Business Center
57 Haddonfield Road, Suite 110
Cherry Hill, NJ 08002*

Hours:

M, T, Th, F 9AM-12PM & 1PM-5PM; W 12PM-4PM & 5PM-8PM; 2nd & 4th Saturday
9AM-12PM & 1PM-5PM

Map**Cherry Hill Driving Directions*****Cranford***

Cranford Square Shopping Center

6 South Ave West

Cranford, NJ 07016

Hours:

M-F 9AM-12PM & 1PM-5PM

Map**Cranford Driving Directions*****Edison***

King Georges Post Road

1090 King Georges Post Road Building 1 Suite 108

Edison, NJ 08837

Hours:

M,T, Th, F 9AM-12PM & 1PM-5PM ; W 12PM-4PM & 5PM-8PM; 2nd and 4th
Saturday 9AM-12PM & 1PM-5PM

Map**Edison Driving Directions*****Ewing***

Parkway Corp Center

1230 Parkway Ave, Ste 102, 1st Floor

Ewing, NJ 08628

Hours:

M-F 9AM-12PM & 1PM-5PM; 2nd & 4th Sat 9AM-12PM

Map**Ewing Driving Directions*****Linwood***

Central Square Shopping Centre

199 New Rd, (Route 9), Ste 67

Linwood, NJ 08221

Hours:

M, W, F 9AM-12PM & 1PM-5PM

Map

Linwood Driving Directions

Manahawkin

*North Main Street
714 North Main Street
Manahawkin, NJ 08050*

Hours:

Thurs 9AM-12PM & 1PM-5PM

Map

Manahawkin Driving Directions

Mannington

*Route 45 Business Center
5 Route 45 Second Floor
Mannington, NJ 08079*

Hours:

Thurs 9AM-12PM & 1PM-5PM

Map

Mannington Driving Directions

Newark

*Newark
124 Halsey Street, 7th Floor
Newark, NJ 07102*

Hours:

M-F 9-5

Map

Newark Driving Directions

Ocean

*Ocean TWP Monmouth County
39 Cindy Ln, Ste B
Ocean, NJ 07712*

Hours:

Mon, Tue, Wed & Fri 9AM-12PM & 1PM-5PM; Thu 12PM-4PM & 5PM-8PM; 2nd & 4th Sat 9AM-12PM & 1PM-5PM

Map

Ocean Driving Directions

Paramus

*Paramus
299 Forest Ave., 1st Floor, Suite B
Paramus, NJ 07652*

Hours:

M, W, Th, F 9AM-12PM & 1PM-5PM; Tu 12PM-4PM & 5PM-8PM; 2nd & 4th Sat
9AM-12PM & 1PM-5PM

Map**Paramus Driving Directions*****Parsippany***

Parsippany

601 Jefferson Road

Parsippany, NJ 07054

Hours:

M, T, W, F 9AM-12PM & 1PM-5PM; Th 12PM-4PM & 5PM-8PM; 2nd & 4th Sat
9AM-12PM & 1PM-5PM

Map**Parsippany Driving Directions*****Sparta***

Sparta

17 Woodport Road

Sparta, NJ 07871

Hours:

Wed, Thur 9AM-12PM & 1PM-5PM; Some Fri 9AM-12PM & 1PM-5PM

Map**Sparta Driving Directions*****Vineland***

Vineland

629 Wood Street, Suite 103

Vineland, NJ 08360

Hours:

M, Tu, W, F 9AM-12PM & 1PM-5PM

Map**Vineland Driving Directions*****Woodbine***

Woodbine Developmental Center

1175 DeHirsch Avenue (Route 550)

Woodbine, NJ 08270