



Thank you for deciding to volunteer for the Emerson Recreation Youth Sports. It is people like you that allow our programs to be successful and serve the athletic needs of our youth. To allow you to be a volunteer the New Jersey State Law and Borough Ordinances require that you have a full background check annually.

There are two steps to this process: provision of a fingerprint and registration with Protect Youth Sports (Averity.com) who complete further background checks. Once these are complete and approved you will receive an identification card that recognizes you are permitted to volunteer with Emerson Youth Sports.

1) Fingerprinting

This can be done at any Identogo location:

Closest site to Emerson is 85 Outwater Ln, Ste 6, Garfield, NJ 07026-3800.

(Located in Outwater Plaza along with 7-Eleven, next to HR Block)

Please go online to <https://nj.ibtfingerprint.com/> to register and schedule an appointment, main web page www.identogo.com, or contact # (844) 321-2124.

Please follow all directions when registering, and bring the following items with you:

1. A completed New Jersey Universal Fingerprint Form which should have been provided by the Borough (located on Borough website under Forms -> Recreation Department)
2. A valid picture identification – 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, current address (home/employer), date of birth and be issued by a Federal, State, County or Municipal entity for identification purposes.
 - Valid U.S. State Photo Driver's License / Non-Driver's License
 - Valid U.S. Passport
 - USCIS Permanent Resident ID Card (issued after 5/10/2010)
 - USCIS Employment Authorization Card (issued after 10/31/2010)

You will be turned away from the fingerprinting site without being fingerprinted if you are unable to present proper identification.

Fingerprinting costs \$21.91 which you will need to pay ahead of time when registering, the Borough will reimburse you. When you are fingerprinted you will receive a receipt from Identogo, (paper or electronic). Bring the paper receipt to the Lauren Roehrer, Finance Department at Borough Hall or email the electronic one to cfo@emersonnj.org. The reimbursement process will start when the receipt is received. This receipt is proof that you have been fingerprinted and the background process has begun.

Your claim for reimbursement will be submitted and the process usually takes a few weeks. After you have scheduled your fingerprinting you can move to the Registration with the Borough's enhanced computer check Protect Youth Sports through Averity.

2) Registration

This can be done as soon as you have made the appointment for fingerprinting. It is an on-line registration and you will need to go to <https://opportunities.averity.com/BoroughofEmerson>. An example of the form that you will be asked to complete is attached. The computer background check will not be processed until the results of the fingerprinting are received by the Borough. Once you have finished the registration and the Borough has received the results of the fingerprinting you will receive a confirmation email.

Once you have completed the two steps it will take approximately 2-3 weeks for confirmation that your background check is complete. As stated earlier once you are approved you will be issued an identification card which will verify that you are allowed to volunteer with our youth participants. To obtain this card you need to email a picture of yourself (from the chest up) in a jpeg format if possible to healthdepartment@emersonnj.org. Arrangements will be made through the Recreation Commission to get the cards to you.

Thank you again for offering your time and energy to coach.

Please contact me if I can be of further assistance.

Regards,

Liz Morris
Recreation Assistant
201-262-6086, extension 1213



Organization: Borough of Emerson

Please enter your information within the next 30 minutes

* THIS ONLINE APPLICATION IS PROTECTED BY A SECURE CERTIFICATE AUTHORITY, WHICH SUPPORTS UP TO A TLS1.2 256-BIT ENCRYPTION PROCESS. THIS PROCESS CAN BE VERIFIED USING YOUR BROWSER'S SECURITY CERTIFICATE INFORMATION PAGE. ALL INFORMATION PROVIDED ON THIS FORM IS SECURE. FOR MORE INFORMATION ON HOW TO ACCESS THIS INFORMATION, PLEASE CONTACT US.

PERSONAL INFORMATION

Full Legal Name: [First Name] [Middle Name] [Last Name]
**First Name is Required
**Middle Name is Required
**Last Name is Required

I have no legal middle name

Other Names Used: Check this box to enter other names you may have been known as in the past, such as your maiden name.

Date of Birth: [Date]
**Date of Birth is Required
(MM/DD/YYYY) (Required for Identification purposes only)

Email: [Email Address]

Confirm Email: [Email Address]

Social Security Number: [SSN]
Enter Numbers Only
(###-##-####) (Required Only for Identity Verification Purposes)
**Social Security Number is Required

Current Address Since: [Street] [City] [State] [Zip]
**Since Date is Required (MM/DD/YYYY)
**Street is Required Street, Apartment, etc.
**City is Required
**State is Required
**Zip is Required

I certify that all personal information entered above is true and accurate.
**Please check the box to certify that all information entered above is true and accurate.

First Name: [] Middle Name: [] Last Name: [] Date: []

Continue

*Required information is missing or incorrect. Please review the form.



DISCLOSURE AND AUTHORIZATION – BACKGROUND INVESTIGATION

In connection with your volunteering/employment with Borough of Emerson (the "Company"), notice is hereby given that a consumer report and/or investigative consumer report may be obtained from a consumer reporting agency for employment purposes. These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. They may involve personal interviews with sources such as your neighbors, friends or associates. The reports may also contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks.

The scope of this notice and below authorization is not limited to the present and, if you are hired, will continue throughout the course of your employment and allow the Company to conduct future screenings for retention, promotion or reassignment, as permitted by law and unless revoked by you in writing.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting the Consumer Reporting Agency. For information about the Consumer Reporting Agency's privacy practices, please reference the contact information located at the bottom of this form.

Acknowledgement and Authorization

By signing below I hereby authorize the obtaining of consumer reports and/or investigative consumer reports by the Company at any time after receipt of this authorization and throughout the course of my employment, if applicable.

I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect Youth Sports, 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-877-319-5587. For information about Protect Youth Sports 's privacy practices, see www.protectyouthsports.com

Print I agree I disagree

| | | |
|--|----------------------------|--------------------------|
| First Name: [] | Middle Name: [] | Last Name: [] |
| Last four digits of SSN: [] | Date: [] | |

By checking the 'I agree' box and entering my full name I recognize that this is equivalent to my legal signature.

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