

EMERSON RECREATION

COACH BACKGROUND CHECK DIRECTIONS

If you desire to coach a juvenile sport in Emerson, you **MUST** have a fingerprint background check completed. It does not matter if you have been fingerprinted in the past **for any** other profession or reason.

Follow the instructions below, steps 1 thru 7.

1. Go to <https://uenroll.identogo.com/>
2. Enter service code – **2F1J3Y**
CLICK GO
3. **CLICK – Schedule or Manage Appointment**
4. Make all entries for categories:
 - Legal Name
 - Date of Birth
 - Method of Contact**CLICK Next**
5. Enter the Contributor Case Number: **B10004** (use zeros)
6. Continue making the required entries until you have completed everything and have scheduled your appointment to get fingerprinted.
7. Print the Pre-Enrolled Identogo form and bring it with you to your fingerprint appointment, along with the required documents as noted on the same page.

Upon completing the fingerprinting process at Identogo, it takes an additional 4 – 6 weeks for the Borough of Emerson to receive the results. The results will then be forwarded to the respective sports program for follow up with you. If a disqualifying report is returned to the Emerson Police Department, you will be contacted. **A favorable Identogo background check does not constitute permission to start coaching as there are other requirements needed to be satisfied prior to coaching.**

If you have any questions about this process, feel free to contact
recreationcommission@emersonnj.org

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