



GET A HEAD START ON YOUR BACKGROUND CHECK IF YOU PLAN ON COACHING THIS FALL/WINTER SEASON

WCL Parks and Recreation Summer Seasonal Employees & Volunteer Coaches Background Check Information

Mayor and Council adopted an ordinance requiring background checks of all volunteer coaches and summer seasonal staff. All individuals 18 years or older must be fingerprinted and must permit a background check as a prerequisite to becoming a volunteer or employee.

- Reservations to be fingerprinted can be made at www.bioapplicant.com/nj. The MorphoTrak background check form must be completed in advance and a reservation is required to be fingerprinted. Attached are two forms, which include the Contributors Case Number: B15001
- Fingerprinting is completed at the cost of \$24.20 for Coaches/Volunteers and \$55.45 for Employees, by MorphoTrak, a security agency with 17 locations in New Jersey including one in Paramus, NJ.
- ***The cost of the background check must be paid by the volunteer/employee who can then seek reimbursement from each association or department.***
- Background checks must be completed at least 3 weeks before the season starts. All coaches/employees must take the background checks using the attached form, past background checks, for any reason, will not be acceptable. We have no access to any past background checks.
- Please make sure you use the ORI# for Youth Service Organization (NJ920610Z) – **DO NOT USE WCL POLICE DEPT.**
- Background checks are good for 3 years. The background check will be sent to the Police Department.
- Individuals who do not pass the background check will be notified and have an appeal right as set for in the ordinance.
- The Borough of Woodcliff Lake Police Department will keep all information confidential.

Thank you for your cooperation in the implementation of this new program. IF you should have any questions, please do not hesitate to contact me.

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