

February 2, 2010

League Presidents & Volunteers,

As you may know, we have just changed companies for our background screening process for all volunteers in Wall Twp who work with minors which will become effective March 1, 2010. This program is for the safety and protection of our town's children and we greatly appreciate your support in this endeavor.

The background check will consist of fingerprinting and it will screen your criminal history only. We will not be searching your financial or driving records. The offenses that would disqualify you from becoming a volunteer are very specific and they are listed completely in Public Law 1999, chapter 432. For your convenience, I have attached a copy of this law for you to review.

In order for you to have your background check done, you must make a fingerprinting appointment. Please note that you will need to have your credit card available to make your appointment.

The first step in this process is to go to the Instant Verification web site. Simply go to [www.instantverificationinc.com](http://www.instantverificationinc.com). Once you are on the web site, please click on the Wall Township link which is located on the bottom right of the page. Once you have clicked on the Wall Township link, you will see instructions for fingerprinting. The first thing you should do is click on the link that says Print Universal Fingerprint Form. Once you have printed this form, you must click on Fingerprinting Instructions. These instructions will tell you where to find Wall's Contributor's Case #. Once you have filled this in you may click to the MorphoTrak site to make your appointment.

It is important to understand that you **MUST** have your Universal Fingerprint Form with you when you go to your fingerprinting appointment. If you do not have your form, they will not fingerprint you. You will lose both your appointment and your \$11 deposit. We recommend that you put the form in your car to assure you have it with you when you go for your appointment. Once

you have been fingerprinted, you will receive a PCN #. Please return to the Instant Verification web site and register this number with them. This will protect you if anything should happen to your fingerprints.

Instant Verification will receive the results of your background check in approximately 10 days. If you have been cleared, your name will be posted on the Wall Cleared Volunteer List. You will only be contacted by Instant Verification if you have not been cleared to coach. If this is the case, Instant Verification will contact ONLY you. Instant Verification will provide you with the form you will need to request a copy of your record. Again, ONLY you will be entitled to this record. Once you have obtained a copy of your record, you will have 30 days to appeal. If you decide to appeal, you will contact Instant Verification and they will contact Wall Township. You will then be asked to provide the Wall Township Appeals Committee with a copy of the record you are appealing. The only way anyone other than yourself will see your record is if you provide it to them yourself. We will adhere to the strictest confidentiality standards for your protection. If, once you see your record, you choose not to appeal, no one will ever know.

Once you have been cleared to coach, we will be hosting a photo session. **\*\*All volunteers new & old must attend one of these photo sessions as everyone is required to have a photo ID Card.\*\*** This will be held at the Wall Municipal Building approximately two-three times a month. Times, dates etc. will be posted on the Wall Twp Website. Each coach will have his/her picture taken for an ID card. Please bring photo ID with you, it will only take a few minutes for each coach. The ID card will be issued to you within two weeks & can be picked up at the Wall Twp Recreation Department. All coaches and volunteers participating in Wall Twp Youth Athletic Programs & Recreation Programs must have this ID card with them at all times. It is recommended that everyone wear this ID card around their neck or clipped on to their belt; it must be visible at all times. Any volunteer seen coaching or taking part in any Recreation Program without their ID Card visible will be asked to leave the premises immediately.

All volunteers who have a current approved record check will not have to be re-fingerprinted until their current check expires. However, we ask all volunteers who currently have an approved record check to attend one of these photo sessions to receive their photo id cards.

Once an applicant's record check expires, they must be re-fingerprinted. There will be no more renewal forms accepted. A record check is good for three years from the time of approval.

Reimbursement – You will not be able to get reimbursed until you receive your official receipt the day of fingerprinting. Please bring your receipt to Wall Recreation for reimbursement.

**\*\*The total fees that you will be charged are \$26.25 which includes the \$11.00 fee.\*\* (Reimbursed)**

**Please be advised that officials will be making random visits to all Wall Twp Athletic Functions to ensure that all volunteers are wearing their ID Cards at all times. If a volunteer is seen without a visible ID Card, they will be asked to leave. We appreciate your cooperation in this matter to ensure the continued safety of all our Wall Twp children participating in youth sports.**

If you have any questions, please don't hesitate to contact me.

Sincerely,

*Edward M. Grill*

Edward M. Grill, RA  
Wall Twp Recreation