

## Egg Harbor Township Volunteers Background Checks

As per Egg Harbor Township Ordinance No. 46 of 2007, which is an Ordinance establishing Chapter 90 of the Township Code entitled "Criminal Record Checks for Employees and Volunteers" involved with Township Non-Profit Youth Organizations to submit to a criminal history background check. In 1999, the State Legislature of New Jersey made it legal to conduct background checks on volunteers. As a volunteer, which included board members and coaches you are responsible for the \$21.41 fee that is charged to conduct your fingerprinting and background check. However, at the end of each season the Township of Egg Harbor will process payment upon request to the various volunteer sport organizations half the fee (\$10.71) for each coach that they verify has completed the background check. Each organization has its own policy on reimbursement. It is suggested that you consult with the organization that you are volunteering for in order to determine what its policy is for the reimbursement of this fee. Remember, the Township will only process the re-imbursement to the various organizations at the end of each season. All individuals must be checked, regardless of previous criminal background checks at an earlier time. **THERE ARE NO EXCEPTIONS**

If you are ready to be fingerprinted and have a background check conducted, please complete the following steps.

1. Go to [ehtgov.org](http://ehtgov.org) and click Volunteer Background Check Form. Download and print the form. You can also call EHT Recreation at 272-8120 to secure a form by mail. Forms secured by these two methods will have all necessary EHT information on them. **DO NOT USE FORMS FROM ANY OTHER METHOD.**
2. Complete and answer questions #9 thru #24 – All are self explanatory.
3. Read all of the instructions listed on the lower portion of the form. You must read and understand each of these paragraphs, before you make your appointment to be fingerprinted.
4. When you have completely read the instructions on the "volunteer applicant form" contact Morpho Trak for your fingerprinting session at 1-877-503-5981.
5. You can make an appointment via the web at [ww.bioapplicant.com/nj](http://ww.bioapplicant.com/nj), 24 hours per day, 7 days per week. For applicants who do not have web access, appointments can be made by contacting Morpho Trak at 1-877-503-5981 on a first call, first served basis Monday thru Friday, 8:00 AM to 5:00 PM EST and Saturday, 8:00 AM to 12 Noon EST.
6. The closest Morpho Trak location is: Central Square Shopping Centre, 199 New Road, Route 9, Suite #67, Linwood, New Jersey 08221.
7. The cost of for the fingerprinting and background checks for volunteers is \$25.00. Payment by credit card will be required at the time of scheduling your background check. The applicants account will be charged at the time they schedule. Payment by money order at the site will be accepted for applicants scheduling via the call center only. Payment by money order must be indicated at the time of scheduling. **NO OTHER FORM OF PAYMENT WILL BE ACCEPTED AT THE FINGERPRINTING SITE.** A fee of \$11.00 is charged to cover the cost of a scheduled appointment for applicants who do not cancel by noon on the business day prior to your scheduled appointment. The \$11.00 fee also applies to applicants who are turned away from the printing

sites due to their inability to present proper ID as defined in the Acceptable ID Requirements block on Morpho Trak Form No. NJAPS2, or who fail to present form No. NJAPS2. (Form you downloaded from EHT web-site or was mailed to you by the EHT Recreation Department.

The VRO (Volunteer Review Organization) will respond to EHT Recreation in the form of a letter advising of the volunteer's eligibility under the law. The volunteer group President can access the list of volunteers that have satisfactorily completed the background check process.

### **Approved Volunteers List**

By submitting to this background check, you are agreeing that upon successful completion of the background check your name will be added to a roster of approved volunteers which will be placed on ehtgov.org.

### **Appeal Process**

Persons who have been denied based on a recommendation by the VRO may obtain a copy of their criminal history record by completing the Criminal History Record Release Form and mailing it to the New Jersey State Police, State Bureau of Identification, Volunteer Review Operation. The form can be obtained from the Director of Parks and Recreation at 609-272-8120. The VRO will mail a copy of the disqualifying record to the aggrieved individual. The individual in turn can contact the EHT Recreation Department at 272-8120 to arrange an Appeal Meeting with an Appeals Board as sanctioned by Ordinance No. 46 of 2007.

**Revised: 10/2/2018**