

RIVER EDGE RECREATION

COACH BACKGROUND CHECK

If you desire to coach a juvenile sport in River Edge, you **MUST** have a fingerprint background check completed. The following outline will direct you on how to do so.

1. **YOU MUST COMPLETE ALL 10 STEPS!**

2. Go to <https://www.bioapplicant.com/nj/Default.aspx>
 - a. (This site is sensitive so if it does not come up, wait and try at another time.)
 - b. On the bottom left side CLICK on "START HERE"
 - c. You need to fill in the boxes as follows:
 - i. BOX 1 - YOUTH SERVING ORGANIZATION
 - ii. BOX 2 - YSB
 - iii. BOX 3-4 - YOUTH SERVING ORGANIZATION
 - iv. BOX 5 - VB1 BOTH FEDERAL & STATE CARDS, VOLUNTEER
 - v. BOX 7 - **B05002**
 - vi. BOX 8 - LEAVE EMPTY
3. Click on "CONTINUE"
 - a. Fill in the BOXES on this page with your personal information
4. CLICK on "CONTINUE"
5. Check to confirm information is right, CLICK "I AGREE" BOX, then CLICK "CONTINUE"
6. The next page will have created your applicant ID # - write it down or print it out.
7. Go to <http://njsp.org> the New Jersey State Police web page.
 - a. There are four drop down boxes located towards the top of the web page.
 - b. CLICK on the right box labeled "SERVICES"
 - c. CLICK on "CRIMINAL BACKGROUND CHECK"
 - d. Scroll to the bottom of the page and CLICK on "YOUTH SERVING ORGANIZATION VOLUNTEER" - make sure it says VOLUNTEER.
8. Fill in this page titled: Morpho Trak Inc. (formerly Sagem Morpho)
 - a. Enter "**B05002**" in BOX - 7
 - b. Enter the applicant ID # you generated from the other web site in the bottom BOX labeled: "Applicant ID No."
 - c. Enter all requested information and print this page out.
9. Make your appointment with MORPHO TRAK INC:
 - a. Call at 1-877-503-5981
 - b. Or going to their web site: www.bioapplicant.com/nj
 - c. Bring your printed application with you
10. After getting your finger prints taken, you **MUST** hand in your receipt at the Borough of River Edge Finance Dept. You will be reimbursed a copy of your receipt will go to the police department, indicating you have in been printed. You have completed the process will only hear back from Lt. Curran if a criminal record is returned. If you have any questions about this process, feel free to contact Lt. Richard Curran at 201-599-6316.