

# Volunteer Fingerprinting Instructions

## For RENEWING your existing Volunteer ID

If you are ready to renew your Certified Volunteer Coaches Badge, there are several steps that need to be completed before your new badge can be issued. New fingerprints are required every four years. See step One below. Please complete all steps.

You will be responsible for the \$26.25 fee charged to conduct your fingerprinting and background check. Consult the organization that you are volunteering for to determine whether it has a policy for reimbursement of this fee.

Failure to complete all steps will void any temporary approvals you have to coach.

### Step One – Fingerprinting

**Please note – fingerprinting is no longer completed by the Manalapan Police Department. You must use Sagem Morpho to complete your fingerprint process.**

1. Open the “Volunteer applicant form”
2. Block number 7 should have the following number listed N05005 – **DO NOT CHANGE**
3. Type in blocks #9 through #26 – All are self explanatory.
4. Print the form.
5. Read the all of the instructions listed on the lower portion of the page. You must read and understand each of these paragraphs, before you make your appointment to be fingerprinted.
6. When you have completely read the instructions on the “volunteer applicant form” contact Sagem Morpho for your fingerprinting session (information on application).
7. Once fingerprinting is complete, keep your receipt and a copy of the “volunteer applicant form” and begin step two.

### Step Two – Photo I.D. and assignment of VRN

**You have 2 options as a renewing volunteer:**

#### ***A: If you have a photo ID and you do not wish to have a new photo taken:***

1. Remit a copy of your receipt from Sagem Morpho and a copy of the “volunteer applicant form” to the Parks and Recreation office. Please include your email address.  
Fax to (732)792-1943 or mail to Manalapan Recreation, 120 Route 522, Manalapan 07726.
2. Once received, your name will be forwarded to the Manalapan Police Department.
3. Your receipt and “volunteer applicant form” will act as a temporary I.D. You must carry this temporary I.D. when in the presence of the children you are responsible for at all times.
4. Once your background check is complete you will receive a permanent I.D. in the mail. This I.D. must be worn when in the presence of the children you are responsible for at all times.

**OR**

#### ***B: If you would like to have a new photo taken for your volunteer ID:***

1. Respond the Manalapan Recreation office located at 93 Freehold Road (Rt 522) on either the first *Sunday* of each month between the hours of 11:00 am – 12:30 pm OR on the second *Wednesday* of the month, between 10:00 a.m. – 11:30 a.m. OR on the third *Thursday* of each month between the hours of 7:00 p.m. – 8:30 p.m. with a copy of your receipt and “volunteer applicant form”.
2. You must bring a copy of your receipt from Sagem Morpho and the form of I.D. that was provided to Sagem Morpho, at the time of fingerprinting.
3. You will be assigned a VRN, which will be written on your receipt and “volunteer applicant form”.
4. Your photo will be taken, and your receipt and “volunteer applicant form” will be stamped by a Recreation Supervisor indicating that you have completed this step.
5. Your stamped receipt and “volunteer applicant form” will act as a temporary I.D. You must carry this temporary I.D. when in the presence of the children you are responsible for at all times.