

Galloway Township Youth Protection

Background Check Instructions

Chapter 8 of the Municipal code of the Township of Galloway requires criminal background checks for employees and volunteers involved with Township-sponsored or Township-supported youth programs. The background checks are done through a State of New Jersey certified third party vendor, IdentityGo. They do charge a fee which is payable by the applicant at the time the appointment is made. Appointments can be made at their website, <https://uenroll.identitygo.com/>. Once your background check is complete the Township will receive a letter from the State of New Jersey indicating approved or not. Whether you are approved or not, once we receive the letter from the State you will receive a letter from the Township indicating the results. If you are approved then your name will appear on our website (www.gtnj.org) as an approved coach. If you are not approved, you will receive a letter indicating such and the appeal process.

Instructions:

1. Volunteer Background Check Form: Please complete and return to Galloway Twp Community Services, 621 W. White Horse Pike, Egg Harbor, NJ 08215 or email to communityservices@gtnj.org.
2. Go to <https://uenroll.identitygo.com/> to make your fingerprint appointment.
3. **Service Code:** 2F1J3Y **Case Number:** A07001
The remaining sections are personal questions and are self-explanatory.
4. The closest IdentityGo location is: Central Square Shopping Center, Linwood, NJ 08221
5. The cost of the fingerprinting is currently \$24.05. This amount may change. Payment is due at appointment.
6. Please arrive at the location 10 minutes early. When you arrive please have valid government issued identification available to present which includes a current State issued Driver's License or US Passport. If you do not have a valid ID at the time of the appointment, they will not fingerprint you.
7. If you need to cancel or reschedule your appointment, that must be done by noon the day prior to your appointment. Please refer to their website or contact them via telephone for more information.

If you have any questions, please feel free to contact Galloway Township Community Services and thank you for your dedication and service to the youth of our Township.

Galloway Township Community Services
621 W White Horse Pike, Egg Harbor, NJ 08215 (609)241-0692 Fax (609)568-5325
Email: CommunityServices@gtnj.org

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Volunteer Background Check Form

PLEASE COMPLETE AND RETURN THIS FORM TO
GALLOWAY TOWNSHIP COMMUNITY SERVICES

First Name: _____

Last Name: _____

DOB: _____

Mailing Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

TCN: _____

OFFICIAL USE ONLY

Date of State Police Authorization Letter: _____

Approved: _____ Denied: _____

Letter to applicant sent on: _____

Expiration Date: _____

Notes:

Galloway Township Community Services

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