

Howell Basketball Club

Howell, NJ 07731

Fall 2019

Congratulations! If you are receiving this email you have been selected to serve as a coach during the upcoming 2019-2020 Howell Basketball Club Rec season. We hope that you will find coaching to be a positive and rewarding experience for all concerned.

If you are receiving this email, it is also because our records reflect that you are not yet in compliance with the Howell Township and HBC requirements for our coaches. Those requirements are:

Being fingerprinted and screened as required by Howell Township Ordinance. We have reviewed this list and believe that you have not completed this requirement or are in expired status. If you have been fingerprinted and screened through another sports organization in Howell in the past three (3) years, kindly forward the name/contact information of that organization to us, along with any receipts/proof that you might have received indicated that the necessary screening was conducted. You should also contact that organization and authorize them to provide the necessary information to us.

If you have not already done so, or if your certification has expired, you will need to be fingerprinted at this time. IdentoGo (Morpho Trust USA) is a private company who is performing the fingerprinting duties for Howell Township and a number of other communities. There are several steps in getting the fingerprinting completed:

- Fill out a standard form NJAPS2 (2019a_universform_ys0_volunteer.pdf) provided by the State of New Jersey. The form has been updated as of 5/19/19 as reflected by the "IDG_NJAPP_051719_V1" label in the bottom right corner of form. The correct form notes a fee of \$24.05 in Box (6). An electronic version of this document has not yet been provided to us, so the form must be manually filled out for the time being. There are a number of older forms available on the internet – **please be certain you are using this latest version.**
 - Box (7) needs to be populated with Howell Basketball Club's VRN number which is **N11006.**
 - Box (25) "Occupation/Position" should be populated with **Volunteer Coach**
 - Box (26) "Employer/Organization with respect to requirement" should be populated with **Howell Basketball Club** and **P.O. Box 174, Farmingdale, New Jersey 07727** as the address.
- Once the form has been completed and printed out, you need to the IdentoGo website to schedule an appointment: <https://nj.ibtfingerprint.com/>
- You can go to any of the IdentoGo/MorphoTrust locations that are convenient to your home or work. The Ocean and Toms River offices are generally the closest ones to Howell. A list of all locations can be found here: <http://www.l1enrollment.com/locations/?st=nj>
- After being fingerprinted, you need to provide HBC with the receipt and the Process Control Number (PCN) that you will be given at the time of the fingerprinting. You will also need to include the PCN on the form NJAPS2.
- After completing the above, please notify your commissioner that you have completed the process so that we can advise the Township of Howell. You should also provide a copy of your receipt and PCN to any other sports organizations/clubs that you volunteer for and advise them that you have been fingerprinted using our VRN number. Upon your written request, we will provide confirmation to that organization regarding this process.

Should you have any questions or comments, please feel free to contact me at any time.

MELODIE ORLOFF, VP REC