

Congratulations! If you are receiving this email you have been selected to serve as a coach during the upcoming Howell Basketball Club Rec season. We hope that you will find coaching to be a positive and rewarding experience for all concerned. You may be receiving this email because our records reflect that you are not yet in compliance with the Howell Township and HBC requirements for our coaches.

You must be fingerprinted and screened as required by Howell Township Ordinance. We have reviewed the current list of approvals and believe that you have either 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 indicating 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 (IDEMIA) is a private company who is performing the fingerprinting duties for Howell Township and a number of other communities.

NOTE: As of February 17, 2020, applicants are no longer required to provide a hardcopy of the Universal Fingerprint Form (UFF) form at Idemia's IdentoGo fingerprinting locations. The UFF can be electronically submitted via the web-based Universal Enrollment Platform (UEP) scheduling system or can be printed in a completed state and carried to the fingerprint appointment if desired.

The steps below should be followed to complete the fingerprinting process:

1. From a web browser of your choice, navigate to the website address <https://uenroll.identogo.com/>
2. On the Homepage of the IdentoGo website, enter the the following Service Code in to the text box in the middle of the page **2F1J3Y** and press the *Go* button
3. You will be redirected to a new page titled *2F1J3Y - NJ920610Z NJSP Volunteer Review OPS Youth Service Organization Volunteer YSB*.
4. Select the option to **Schedule or Manage Appointment**.
5. Proceed through the steps that follow entering all required information. You will encounter a page with a box titled **Contributor Case Number**. You should enter Howell Basketball Club's unique six digit Volunteer Registration Number (VRN) # **N11006**. Please note that entering the correct Service Code and VRN will ensure the applicant is charged the proper fee and is returned an accurate criminal history.
6. You will have the opportunity to select an IdentoGo location from several local options and identify an available date/time that is compatible with your schedule to complete the process.
7. After being fingerprinted, you need to provide HBC with the receipt including the assigned UE ID, and date/time of your appointment along with the Process Control Number (PCN) that you will be given at the time of the fingerprinting.
8. After completing the above, please notify your HBC Rec Division Commissioner 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 HBC's VRN number. Upon your written request, we can provide confirmation of fingerprinting results to other Howell Township Youth Organizations.

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

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