



Congratulations! You are receiving this email because you have been selected to serve as a coach during the upcoming Howell Basketball Club season. Our records indicate that you are not yet in compliance with the Howell Township Ordinance and HBC's fingerprinting and screening requirements. Either you have not completed the process, or you are in expired status.

If you have been fingerprinted and screened through another sports organization in Howell in the past 3 years, follow these steps:

- Forward the name and contact information of the organization
- Include any receipts or proof of screening you received indicating that the necessary screening was conducted.
- Contact that organization and authorize them to share your screening information with HBC.

If you have NOT been fingerprinted and screened or your certification has expired, follow these steps to complete the process:

- Go to: <https://uenroll.identogo.com>
- Enter Service Code: **2F1J3Y** and click Go.
- You'll be redirected to the correct fingerprinting page titled *2F1J3Y - NJ920610Z NJSP Volunteer Review OPS Youth Service Organization Volunteer YSB*.
- Click Schedule or Manage Appointment.
- Fill in all required information. On the page with Contributor Case Number, enter:
 - HBC Volunteer Registration Number (VRN): **N11006**
- Choose a local Identogo location and schedule your appointment.
- After scheduling, collect and send the following to HBC at secretary@howellbasketballclub.org
 - Receipt
 - UE ID
 - Date/Time of appointment
 - Process Control Number (PCN)
- HBC can confirm your fingerprinting results to other organizations upon written request.

Identogo (IDEMIA) is a private company who is performing fingerprinting duties for Howell Township and other local communities.

We hope that you will find coaching to be a positive and rewarding experience and we thank you for volunteering!

If you have any questions, please contact us at secretary@howellbasketballclub.org.