

Dear Coaches,

Westampton Township requires a criminal history background check for all adults, those persons 18 years of age or older, including but not limited to coaches, assistance coaches, umpires, or similar positions involved in educating, directing, or supervising Westampton Township-sponsored youth-serving organizations, including but not limited to nonprofit organizations.

To start your **initial background check**

Go to <https://uenroll.identogo.com>

- Enter **Service Code 2F1J3Y**, then click go
- CLICK "Schedule or Manage Appointment" and enter information as requested
- **Contributor's Case Number: C25001** (this number **MUST** be used or we will not receive your clearance letter)
- Continue entering information as requested
- Search and select a location for your fingerprinting
- Select a date and time
- Print the Pre-Enrolled Identogo form and bring it with you to your fingerprint appointment, along with the required documents as noted on the same page

**After you have scheduled your appointment with Identogo, please send an email to Rob Kimbrough at [rkimbrough@westampton.com](mailto:rkimbrough@westampton.com). In the body of the email, please include your name, the sport(s) you coach, your address, your telephone number, and the date of your fingerprint appointment. Prior to the date of your appointment, you will receive via email, a personalized voucher code that you will submit as payment on site. With this voucher system there is no "out-of-pocket cost" for you as a volunteer. If you do not send the email to [rkimbrough@westampton.com](mailto:rkimbrough@westampton.com), you will be charged for the appointment (which is typically between \$20-\$25), so please make sure you are sending the email for the voucher.**

Westampton Recreation Department will be notified of your background check clearance and will add you to the Approved Coach's database for 3 years. To continue to coach for Westampton Recreation, you will be required to repeat the background check process every 3 years.

If your background check is not approved, you will be notified via mail with further instructions.

If you have any questions, please feel free to call the Recreation Department at 609-267-1891, x8. Thank you for your participation and cooperation in this important process.

Sincerely,

Westampton Recreation Department