

# 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, IdentoGo. 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://nj.ibtfingerprint.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](http://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. Complete and return to Galloway Twp Community Services, 621 W. White Horse Pike, Egg Harbor, NJ 08215 or email to [gtcomserv@gtnj.org](mailto:gtcomserv@gtnj.org) the Township Volunteer Background Check Form.
2. Go to IdentoGo website (<https://nj.ibtfingerprint.com/>) and begin to schedule your appointment. Please make sure that you have the IdentoGo **NJ Universal Fingerprint Form** with sections 1-8 completed for Galloway Township. These sections instruct the State to send the results back to the Township of Galloway. If not completed accurately, we won't receive your results (sample attached).

**Box 1:** NJ920610Z

**Box 2:** YSB

**Box 3:** 15A:3A-1

**Box 3/4:** 15A:3A-1 Youth Servicing Organization

**Box 5:** VB1

**Box 7:** A07001

Please note Box 7 is very important! Please be accurate

The remaining sections are personal questions and are self explanatory. Once you complete the application please write down the PCN number for your records and save your receipt.

3. The closest IdentoGo location is: Central Square Shopping Center, Linwood, NJ 08221
4. The cost of the fingerprinting is currently \$26. This amount may change. It is payable to IdentoGo is due when the appointment is made.
5. 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 Drivers License or US Passport. If you do not have a valid ID at the time of the appointment, they will not fingerprint you.
6. 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 (877-503-5981) 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)652-8657 Fax(609)652-9985 Email:[gtcomserv@gtnj.org](mailto:gtcomserv@gtnj.org)