



Background Check Process

As required by Freehold Township ordinance, all volunteer coaches and trainers must be background checked every three years. The step-by-step process is as follows:

1. You must email tcook@paulweiss.com your full name and mailing address.
2. You will receive an email reply containing a PDF file (referred to in this document as Form) containing the applicable form you need to complete - in its entirety.
3. You must complete the entire Form – boxes numbered 1 through 18.
4. You may go to <http://www.bioapplicant.com/nj> to setup an appointment for your finger printing. You will need to have your credit card ready because you must pay for the appointment (\$50.00) at the time of reservation. The coach/trainer will be reimbursed for the fifty dollar cost by the Freehold Soccer League (see below). I would recommend that you enter in the date & time of your appointment and the confirmation number the web site gives you directly on the Form. You must have this Form with you when you go for finger printing. NOTE: A fee of \$14.00 will be charged to cover the cost of a scheduled appointment for applicants who do not cancel by noon on the business day prior to your scheduled appointment (Saturday noon for Monday appointments). You can set your appointment for any location nearest you for your finger prints to be taken. If you cannot use the web site, then you can call 877-503-5981 (M-F 9AM to 5 PM, Sat 8AM – 12 PM). If you make your appointment via the 877 number, then you will pay with a money order when you arrive for your appointment.
5. You go to your scheduled appointment with the completed Form at which time you will be assigned a tracking number (Sagem Morpho calls it PC number). You will be able to keep a copy of their Form. NOTE: You must have official photo identification for the finger printing.
6. Freehold Township Recreation will be notified once the background has been completed. The FT REC will notify Tom Cook that a background has been approved at which time the coach/trainer will be notified that they can go for their FT REC photo ID card.

Notes: The above web site is relatively easy to use, but takes time so make sure that you enter all the appropriate information, otherwise, the web site won't allow you to proceed.

-----Complete form below for reimbursement.-----

Reimbursement for Background Check Process

Coach/Trainer Name: _____ *Print your Name*

Home Address: _____

Amount Due You: \$ _____

Coach/Trainer Signature: _____

Date: _____