

RIVER EDGE RECREATION

COACH BACKGROUND CHECK DIRECTIONS

If you desire to coach a juvenile sport in River Edge, you **MUST** have a fingerprint background check completed. It does not matter if you have been fingerprinted in the past **for any** other profession or reason. The fingerprint background check application process as of February 17, 2020 has become a complete online procedure.

Follow the instructions below, steps 1 thru 14.

1. Go to [HTTP://UENROLL.IDENTOGO.COM](http://UENROLL.IDENTOGO.COM)
2. Enter service code – **2F1J3Y**
CLICK GO
3. **CLICK – Schedule or Manage Appointment**
4. Make all entries for categories:
 - Legal Name
 - Date of Birth
 - Method of Contact**CLICK Next**
5. Enter Originating Agency Number: NJ0025200 (use zeros)
CLICK Search
River Edge Police Department will appear
CLICK Next
6. Enter Contributor Case Number – B05002 (use zeros)
CLICK Next
7. Make all entries for citizenship
CLICK Next
8. Enter alias and address question answers
CLICK Next
9. Enter Personal Information
CLICK Next
10. Enter Mailing Address information

CLICK Next

11. Enter Documents (Driver's license issued by state – most common)

CLICK Next

12. Make entry to find location for nearest Identogo

CLICK Search

CLICK on a location

CLICK Next

13. Select a date and time

CLICK Next

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.

Upon completing the fingerprinting at Identogo and receiving a receipt for the payment, it is important that you take the receipt to the Borough of River Edge Finance Department, where you will be reimbursed and it will be documented that you completed the process. This will allow you to begin coaching, pending any report from the State Police that disqualifies you as per your fingerprint check. If a disqualifying report is returned to the River Edge Police Department, you will be contacted.

If you have any questions about this process, feel free to contact:

Lieutenant Mike Walker at 201-599-6279

UPDATED 3/20