

Directions for Having a Background Check

Download the IdentoGo application form and the Disclosure Form from the parish website

(Directions to the Cherry Hill IdentoGo site are also available on the website)

Make your appointment to be fingerprinted with IdentoGo:

- Complete boxes 9 through 25 on the IdentoGo application form with your **personal information**.
- Have the completed form before you and log onto www.bioapplicant.com/nj
- Please give yourself 15 minutes of availability to set your appointment
- Follow the prompts on the screens and complete all the needed information.
- The information must be given exactly as it appears on your form to be processed correctly.
- Once all the information from the application form has been accepted, an Applicant ID number will be given to you. Please **pencil** this information into the box marked 'Applicant ID Number' at the bottom left of your application form.
- On the select a Payment Method page, the preferred method is credit card.

Once your date and time has been confirmed, please **pencil** this information in the Date/Time of Appointment in the appropriate box at the bottom of your application form

Before leaving for your appointment, you MUST bring your:

- IdentoGo Application Form, which **must have** the Applicant ID number listed. Without this number your appointment can not be validated.
- Photo ID is **mandatory** and may include either a: Driver's License, Passport, or Federal/State/Municipal Employment ID.

After completing your fingerprinting the following three items must be returned to Mary Lou Lymper in the Office of Elementary Faith Formation:

1. Your completed IdentoGo Fingerprint form, which will now have a PCN Number, which will help us to track the progress of your prints
2. Your IdentoGo receipt (which they staple onto the form)
3. The completed Disclosure Form, which allows us to update your records every three years without inconveniencing you.

(Please place the three items in an envelope marked "Confidential" to the attention of Mary Lou Lymper, Office of Elementary Faith Formation. The envelope can then be returned to the Parish Office or Resurrection Catholic School Office.)

Please note that an \$10 non-refundable fee will be assessed by IdentoGo:

- if a volunteer is late or misses their appointment
- if a volunteer does not have both the IdentoGo Application Form and proper ID.

If you find that you need to cancel or reschedule your appointment, log onto the website and go to FAQ. You will find instructions on how to cancel or reschedule. Canceling and/or rescheduling must be done by noon on the business day before your appointment to avoid the \$11 fee.

If you have any questions, please call Mary Lou Lymper at 856-667-2440, ext. 346.