



City of Margate City
9001 Winchester Ave
Margate City, NJ 08402
609-822-8053

2022 Background Check Administrative Procedures

This document must be given to all Applicants, Volunteers, and Employees Age 18 and Older who work directly or indirectly with children/youth/minors. Background Check results must be received by the City prior to the start of your employment or volunteer assignment.

The New Jersey State Police conduct criminal history background checks through their Applicant Live Scan Fingerprinting Vendor IDEMIA/Identogo. You must register for a fingerprinting session on the IDEMIA website: <https://uenroll.identogo.com>. The website provides detailed scheduling instructions.

The following information is needed in order to schedule your appointment:

1. Select one of the following **service codes** depending on your status:

2F1J2G **Employee (including a candidate for employment) service code**

2F1J3Y **Volunteer service code**

Please make sure to use the correct service code, as the fees are different for each.

2. **Volunteer Registration Number (or Contributor's Case No.) -**

The VRN assigned to Margate is: **A20001**.

Click on: [Schedule or Manage an Appointment](#)

- You must finish the registration process to be fingerprinted.
- You will receive a confirmation email when the registration process is completed. The registration process is not completed unless you receive the confirmation email.
- Remember the phone number(s) and/or email address you provide as that will be used to retrieve your information during your in-person enrollment at the fingerprint session.

To view the document(s) that you are required to present at the fingerprint session, click on: [What do I need to bring to enrollment?](#) You must present at the fingerprint session the original document(s) that you select on the website enrollment; or you will be turned away and will not be fingerprinted. If that happens, you will be charged a fee of **\$12.80** for the cost of the fingerprint session, AND you will have to go online and schedule another fingerprint session. See the section on [Fees](#) on the next page.

You must also have this document with you because the fingerprint technician will ask for the VRN number which is in #2 above. In addition, during this time of COVID-19, you must wear a face mask.

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To find the nearest Fingerprint Location (“Enrollment Center”), click on: [Locate an Enrollment Center](#). The closest location to Margate is: 199 New Road, Central Square, IdentoGo Suite 67, Linwood, NJ 08221, behind the Talbot’s Store. There are additional Enrollment Centers in Hammonton, Vineland, and Woodbine; you can select the location nearest to you. Directions are also available in this section of the website. You will be given the next available appointment date and time.

Fees

Fees are set by the NJ State Police and cover the cost of digital fingerprinting and the search of state and federal records. The following fee must be paid by credit card or money order at the fingerprint session:

\$56.05 **Employee including Applicant for Employment**

\$24.05 **Volunteer**

No personal checks are accepted. Employees, Applicants for employment, and Volunteers will be reimbursed by the City upon submission of your receipt that you will be given at your fingerprint session. Your credit card will be charged at the time you schedule.

A fee of **\$12.80** will be charged to cover the cost of a scheduled appointment if you do not cancel by noon on the business day prior to your scheduled appointment (Saturday noon for Monday appointments). You can cancel or reschedule your appointment at: <https://uenroll.identogo.com/>, or by contacting the Customer Service Call Center toll-free at: **1-877-503-5981**. You will **not** be reimbursed the \$12.80 if you miss your appointment or fail to cancel on time.

The **\$12.80** fee also applies to anyone who is turned away from the fingerprinting site due to inability to present proper ID, as defined in the [What do I need to bring to enrollment?](#) Section.

Reimbursement Procedure

Employees, Applicants for employment, and Volunteers must give your Margate Supervisor, Hiring Manager, or Volunteer Coordinator a copy of the receipt you receive at your fingerprint session. That person will submit a Purchase Order with the receipt, your name and address to the Chief Financial Officer (or her Designee) who will process your reimbursement. All reimbursement checks will be mailed to the address that is on the Purchase Order.

City’s Background Check Consent Form

You are required to sign the attached Background Check Consent Form (Page 3) in advance of the Fingerprinting Session and give it to your Supervisor, Manager, or your Volunteer Coordinator, who will send it to the Personnel Office for inclusion in your Personnel File.

Questions

Questions about this procedure should be addressed to your Supervisor, Manager, or Volunteer Coordinator. If they are unable to answer your questions, you may call the Personnel Office at 609-822-0424.

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**City of Margate Fingerprint and Background Check Consent Form
For Employees, Applicants, and Volunteers Age 18 years and Older Who May Work with or
Have Contact with Minors**

In accordance with Margate Ordinance No. 08-2020 and NJSA 15A:3A-1 et seq., I understand that, as a condition of new employment, continued employment, or my volunteer service, the City requires background checks on all individuals who will be working with those under 18 years of age.

By signing this form, I agree to be fingerprinted and consent to a criminal history background check as a condition of new employment, continued employment, or volunteer service. I also represent, attest, and certify that I have never been convicted of any of the following crimes or disorderly persons offenses as defined by New Jersey law or the law of any other state, or that the guilty disposition of any of the crimes and/or offenses have been amended to a status of not guilty, or that any previous charges, as listed below, have been expunged:

2C:11 HOMICIDE all offenses

2C:12 ASSAULT, ENDANGERING, THREATS all offenses

2C:13 KIDNAPPING all offenses

2C:14 SEXUAL OFFENSES all offenses

2C:15 ROBBERY all offenses

2C:20 THEFT all offenses

2C:24 OFFENSES AGAINST THE FAMILY, CHILDREN AND INCOMPETENTS all offenses

2C:35 CONTROLLED DANGEROUS SUBSTANCES all offenses **except** paragraph (4) of subsection a. of NJSA
2C:35-10

NAME (please print)

SIGNATURE

DATE