

Wallkill Valley Youth Basketball Fingerprinting Requirement

The borough of Franklin requires all organizations that use borough facilities to submit criminal background checks of all coaches to the borough. Therefore, the league is requiring all coaches and assistants to be fingerprinted before the beginning of the season. See below:

Taken from Franklin Borough's website (ordinances):

HISTORY: Adopted by the Mayor and Council of the Borough of Franklin 5-9-2000 by Ord. No. 4-2000. Amendments noted where applicable.]

§ 106-1 Criminal background checks required for use of Franklin Borough recreation facilities.

Prior to any club or organization being authorized to use Borough-owned recreation facilities for functions participated in by children, all adults, those persons 18 years of age or older, in any way assisting, including but not limited to coaches, assistant coaches, referees or similar positions, must provide the Franklin Borough Clerk's office with a criminal background check obtained from the New Jersey State Police. The organization sponsoring the activities shall file the application for the criminal background check with the State Police and bear any and all costs involved with obtaining the criminal background check.

§ 106-5 Frequency of background checks.

All organizations that have individuals subject to this chapter shall supply background checks for all of its participants prior to the individual being able to participate at any function at a Borough-owned recreation facility to the extent covered by this chapter. Thereafter, every three years a new background check shall be submitted to the Borough Clerk.

§ 106-6 Privacy.

Any and all criminal background checks supplied to the Clerk shall be reviewed by the Borough Council or its appropriate designee and shall be filed and maintained in a secure and locked cabinet and shall not be available to the public. The Borough Clerk shall take appropriate steps to safeguard such records. The records shall be exempt from public disclosure under the common law or the New Jersey Right to Know Law. The records shall only be retained for such period of time as necessary for the Council or its designee to review the background check for compliance with this chapter. The records shall be destroyed after a candidate is deemed qualified by the Borough. In the event the Council or its designee determines an individual is disqualified, that individual's records shall not be destroyed until and unless the individual exhausts all available appeal rights.

For more information, you may visit Franklin Borough's website

1. All coaches will receive a Universal Fingerprint From (NJAPS2 Version 3.0).
2. Read and complete Universal Fingerprint From as indicated.
3. Log onto www.bioapplicant.com or call Sagem Morpho @ 1-877-503-5981 to schedule an appointment to be fingerprinted. If you schedule online you are required to pay online. If you schedule by phone, you may pay by money order ONLY at the time of your fingerprinting (see below).
4. Report for scheduled date/time of fingerprinting at Sagem Morpho (Sparta Location: 17 Woodport Rd., Sparta, NJ 07871)
5. You will be notified by Franklin Borough if there are any issues with your background check

Online Scheduling: New Applicants

1. Enter the information from the top portion of your Universal Fingerprinting Form (#NJAPS2 Version 3.0) , which the agency requiring you to be fingerprinted should have filled out. If they did not provide you with this form, STOP. You will not be able to schedule an appointment without it.
2. Enter personal information such as name, address, height, and weight.
3. Pay for your appointment with Visa, Mastercard, e-check, or money order.
4. Schedule your appointment to be fingerprinted.

What to Bring to your Appointment

1. Your *completed Universal Fingerprint Form* (#NJAPS2 Version 3.0). This should have been provided by the state agency or employer requesting you to be fingerprinted.
2. *Acceptable ID*. Identification must include photo, name, address (home/employer) and date of birth. Acceptable ID must be issued by federal, state, county or municipal entity for identification purposes. The identification presented cannot be expired, it must be valid. The ID **MUST** meet all of the above requirements and **MUST** be present on one ID. Combinations of documents are **NOT** acceptable.
Examples of acceptable ID are:
 - Valid photo driver's license or photo ID issued by a state Department of Motor Vehicles or the New Jersey Motor Vehicle Commission for identification purposes.
 - Valid Passport
3. If you scheduled your appointment over the phone, and agreed to pay by money order, you will need to bring your *money order* for the correct amount, made payable to Sagem Morpho. No other form of payment is accepted at the fingerprint site.
 - [More information about money orders](https://www.bioapplicant.com/MoneyOrder.aspx)
(<https://www.bioapplicant.com/MoneyOrder.aspx>)

You will be turned away from the fingerprint site without being fingerprinted if you can not present proper ID and a completed Universal Fingerprint Form (#NJAPS2 Version 3.0), if you present incorrect payment amount/method, or if the information on your form does not match the information you provided when your appointment was scheduled.

If you are turned away from the printing site, you will incur an additional **fee** to reschedule your appointment. A refund will be issued for the state and federal search fees only (see [Refund Policy - https://www.bioapplicant.com/RefundPolicy.aspx](https://www.bioapplicant.com/RefundPolicy.aspx)).