**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.

 Follow the instructions below, steps 1 thru 7.

1. Go to <https://uenroll.identogo.com/>
2. Enter service code – **2F1J3Y**

**CLICK** GO

1. **CLICK** – **Schedule or Manage Appointment**
2. Make all entries for categories:
* Legal Name
* Date of Birth
* Method of Contact

**CLICK** Next

1. Enter the Contributor Case Number: B05002 (use zeros)
2. Continue making the required entries until you have completed everything and have scheduled your appointment to get fingerprinted.
3. 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:**

**Chief Michael J. Walker at 201-599-6314**

**UPDATED 3/23**