

August 8, 2013

Dear Employee/Volunteer,

Thank you for supporting the Liberty Township Recreation program. As you may know, we have just implemented a background screening process for employees/volunteers. This program is for the safety and protection of our town's children and we greatly appreciate your support in this new endeavor. A copy of the Liberty Township Recreation Commission (LTRC) Background Check Policy can be found on the LTRC web page at <http://www.libertytownship.org/municipal/recreation/index.html>.

The background check will consist of fingerprinting and it will screen your criminal history only. Your financial or driving records will not be subject to review. The offenses that would disqualify you from becoming a volunteer are very specific and they are listed completely in Public Law 1999, chapter 432 and are provided in the LTRC Background Check policy.

In order for you to have your background check done, you must make a fingerprinting appointment. Please note that you will need to have your credit card available to make your appointment. (Background check costs are fully refundable by the LTRC with the submittal of a receipt and a signed voucher (See Attachment 1)).

The first step in this process is to go to the Instant Verification web site. Simply go to [www.instantverificationinc.com](http://www.instantverificationinc.com). Once you are on the web site, please click on the Liberty Township link which is located on the bottom right of the page. Once you have clicked on the Liberty link, you will see instructions for fingerprinting. The first thing you should do is click on the link that says Print Universal Fingerprint Form. Once you have printed this form, you must click on Fingerprinting Instructions. These instructions will tell you where to find Liberty's Contributor's Case #. Once you have filled this in you may click to the MorphoTrak site to make your appointment.

It is important to understand that you MUST have your Universal Fingerprint Form with you when you go to your fingerprinting appointment. If you do not have your form, they will not fingerprint you. You will lose both your

appointment and your \$11 deposit. We recommend that you put the form in your car to assure you have it with you when you go for your appointment. Once you have been fingerprinted, you will receive a PCN #. Please return to the Instant Verification web site and register this number with them. This will protect you if anything should happen to your fingerprints and it will allow them to track your progress.

Instant Verification will receive the results of your background check in approximately 10 days and will notify the LTRC if you have been cleared or not. If you have not been cleared, Instant Verification will contact you and provide you with the form you will need to request a copy of your record. Only you will be entitled to this record. Once you have obtained a copy of your record, you will have 30 days to appeal. If you decide to appeal, you will contact Instant Verification and they will contact the LTRC. You will then be asked to provide the Liberty Township Appeals Committee with a copy of the record you are appealing. The only way anyone other than yourself will see your record is if you provide it to them yourself. We will adhere to the strictest confidentiality standards for your protection. If, once you see your record, you choose not to appeal, no one will ever know the details of why you were not cleared.

Once you have been cleared, we will ask you to email your photo to [michael.a.doyle1967@hotmail.com](mailto:michael.a.doyle1967@hotmail.com). An ID card will be issued to you within approximately two weeks. We ask that you keep this card with you whenever supporting a Liberty Township Recreation Commission sponsored activity.

Background checks will be performed once every three years and will cover all LTRC activities for that three year period. The LTRC will maintain a list of cleared employees/volunteers and provide reminders to the both when the end of the three year period is approaching.

Once again, we appreciate your efforts to support the LTRC. Without you, our recreation program would not be possible. If you have any questions, please do not hesitate to contact us!

Sincerely,

Liberty Township Recreation Commission

# ATTACHMENT 1

## Instructions for completing a Liberty Township Voucher

1. Print out copy of voucher form (provided as the next page of this attachment)
2. Fill-in Your Name in the Claimant/Payee block (next to the number 1)
3. Fill-in Your Address in the Claimant/Payee block (next to the number 2)
4. Fill-in Your Telephone number in the Phone # block (next to the number 3)
5. Sign and date the form under the CLAIMANT'S CERTIFICATION AND DECLARATION (next to the number 4)
6. (DO NOT sign in the RECEIPT OF GOODS block)
7. (DO NOT Fill-in Fingerprinting cost. The cost will be filled in for you by the LTRC Assistant based on your attached receipt.)
8. Attach copy of your Fingerprinting Receipt (Sample shown below)
9. Submit the form to:

LTRC  
349 Mountain Lake Road  
Great Meadows, NJ 07838

Sample Fingerprinting Receipt

R E C E I P T

SAGEM MORPHO, INC.

Date: Fri Jan 22 02:52:00 2010

Applicant Name:  
DOYLE, MICHAEL

Fingerprinting Location:  
PARSIPPANY

Applicant ID#: 30558774      PCN #: 495312028444

Payment Method: MAJOR CREDIT CARD      Payment Amount: 26.26

CC Auth #: 111111      Agency DRI: NJ920810Z

C U S T O M E R   C O P Y

SAGEM MORPHO, INC.

*Handwritten: SAMPLE*

**LIBERTY TOWNSHIP**

349 Mountain Lake Road  
Great Meadows, New Jersey 07838  
Phone: (908) 637-4579 Fax: (908) 637-6916

**Administrator/Clerk**  
Diane M Pflugfelder  
RMC/MMC

**CFO/Treasurer**  
Kevin Lifer

**PAYMENT VOUCHER**

**P.O.#**

**DATE PAID: / /**

**CHECK#:**

**Certification of availability of funds by CFO/Treasurer: Signature** \_\_\_\_\_ **Date** / /

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**VENDOR INSTRUCTIONS:** *The Liberty Township Committee meets to approve payment of invoices on the first Thursday of each month. This voucher must be completed for certification and returned to the finance department at the above address at least ten days prior to the meeting date for payment. Failure to do so will result in a delay of payment.*

Date	Qty.	Description of goods or services.	Unit Price	Amount

**TOTAL**

**CLAIMANT'S CERTIFICATION AND DECLARATION:** *I hereby certify under the penalties of the law the within invoice is correct in all it's particulars; the articles have been furnished or services have been rendered as stated therein; no bonus has been received or given by any person or persons with knowledge of this claimant in connection with the above claim; the amount therein is justly due and owing; and the amount charged is a reasonable one.*

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SIGNATURE: \_\_\_\_\_ OFFICIAL POSITION: \_\_\_\_\_ DATE: / /

**RECEIPT OF GOODS:** *I being a Township employee have personal knowledge of service(s) rendered or receipt of material(s), supplies or equipment.*

SIGNATURE: \_\_\_\_\_ DATE: / /

**Approval by Purchasing Official**

**Approval by Committee Member**

Signature \_\_\_\_\_ Date / /

Signature \_\_\_\_\_ Date / /

**Approval by Mayor**

**Approval by Committee Member**

Signature \_\_\_\_\_ Date / /

Signature \_\_\_\_\_ Date / /

**Approval by Committee Member**

**Approval by Committee Member**

Signature \_\_\_\_\_ Date / /

Signature \_\_\_\_\_ Date / /