



Township of Denville New Jersey

Recreation Department
1 St. Mary's Place
Denville, NJ
07834
973-625-8300 x238
Nick Panetta

Denville the HUB of Morris County

To All Denville Youth Sports Coaches and League Administrators:

The Township of Denville requires all Volunteer Youth Sport Coaches and League Administrators to submit a fingerprint background check once every 3 years. Coaches/Administrators are required to use Identogo.

Identogo is located at **17 Woodport Rd. Sparta, NJ**

To schedule an appointment please visit <http://uenroll.identogo.com/>.

You will need some of the following information to complete the application :

- Volunteer Review Operations Program (VRO) code: **2F1J3Y**.
- Contributor's Case Number (Unique Identifier): **P10001**
- Originating Agency Number (ORI#): **NJ920610Z**
- Category: **YSB**
- Statue Number: **15A:3A-1**
- Reason for fingerprinting: **Youth Serving Organization Volunteer**
- Document Type: **VB1**

There is a \$26.98 charge for the finger print scan. To be reimbursed for that fee, please email me your mailing address as well as a copy of your Identogo fingerprint receipt at Npanetta@denvillenj.org. You may also drop it off or mail it to me at the Department of Recreation at the address below:

**Denville Recreation
1 St. Mary's Place
Denville, NJ 07834**

The Denville Recreation Department also requires that all Volunteer Coaches & Administrators take the Rutgers Coaches Safety Class or have an up to date NYSCA Card. The Rutgers class is a non-sports specific class and only needs to be taken once at the present time. To find out when the next available Rutgers Safety class is being held, please ask your League Administrator or call the Denville Recreation Office.

Coaches/Administrators are also required to take the free online concussion training course on the CDC website. After completing this online course, print out your certification and send a copy to the Recreation Department at the address listed above. Please follow the address link below to take this online course: www.cdc.gov/concussion/HeadsUp/Training/HeadsUpConcussion.html

If you have any questions regarding the background check or the Rutgers Safety Class, please contact the Denville Recreation Department at 973-625-8300 ext. 238.

Thank you

Nick Panetta

Denville Recreation