

St. Gabriel's Church
100 N. Main Street, Marlboro, NJ 07746

VOLUNTEER PROCEDURES DOCUMENT

- Read the following instructions completely before beginning. You will NOT be able to begin in your ministry until you've had both your background check AND taken the VIRTUS Child Safety Course.
- **VIRTUS Child Safety Course Information**
 - **Register** at www.virtus.org. Begin by selecting Trenton, NJ (Diocese). Create a user ID and password that you will remember, you will need to follow-up on this site regularly. You will then be walked through the registration process.
 - It is a 3 hour course. You cannot be late; the doors close and lock 5 minutes after the start time. There is no cost to you. All Diocese Religious, Laity, Parish employees and volunteers must take this workshop. **EVERY 4 YEARS YOU WILL BE REQUIRED TO TAKE THE SHORTER UPDATED REFRESHER COURSE.**
 - If you have already taken the 3 hour session, you may log in with your previous account and schedule the RETRAINING course.
- **BACKGROUND CHECKS**
 - **Appointments** can be made online. Please see next page for instructions. A credit card will need to be submitted at time of registration. You must bring ID in the form of a picture ID. Personal checks or cash will not be accepted as payment.
 - The enclosed form will assist you in PROPERLY filling out the criminal background check information to register.
 - Register online or by using the call center. If registering online, you must pay before closing the site. You will receive an email verifying pre-scheduled appointment. You must bring this document and a picture ID with you **OR YOU WILL NOT BE ABLE TO BE PROCESSED.**
 - Do not be late, forget any of the above or try to change appointment less than 48 hours prior **OR** you will be charged to reschedule and we do not reimburse for the first appointment.
 - Once fingerprinted, bring the original paper form, with receipt they have attached, to the Parish Office. Your original form will be used for reimbursement.
- The Diocese of Trenton will notify us of your clearance and send us your ID Badge that needs to be on you at all times. Thank you for your time and talent. All questions are to be directed to Marie Masiello, 732-946-4487 x233 or by email <mailto:mmasiello@stgabrielparish.org>.

BACKGROUND CHECKS ONLINE USER GUIDE

- To begin log into <https://uenroll.identogo.com/>
- Enter Service Code – 2F1J3Y
- Click on Schedule or Manage Appointment
- Begin by entering in your Legal Name, Date of Birth and Method of Contact
- Agency Identifiers
 - Contributor Case Number – TRE084
 - Miscellaneous – (leave blank)
- Citizenship
- Answer questions of alias and mailing address
- Personal Information
- Mailing Address
- Documents – by choosing for example your Driver’s License issued by a State **YOU MUST BRING THIS EXACT ID WITH YOU TO YOUR APPOINTMENT**
- Search for an Enrollment Center – type in 07746 and they will give you nearby suggestions. Feel free to increase the number of results, more than 5.
- Select the site by clicking on the town you prefer and choose next
- Appointment Date and Time – select date and time according to your schedule. Once you select submit you are locked into that appointment unless you need to change it at a later date. The last page of this document has a copy of the email you will receive. **YOU MUST PRINT OUT THIS EMAIL AND BRING IT WITH YOU TO YOUR APPOINTMENT ALONG WITH THE ID FROM ABOVE.**

Dziminski, Margaret

Sample

From: nobody@uemail.identogo.com
Sent: Friday, February 7, 2020 11:26 AM
To: Dziminski, Margaret
Subject: Identogo Service Confirmation - NJ YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed

IdentoGO

Service Details:

Date: 2/7/2020 @ 04:26 PM (UTC)
Customer: MARGARET DZIMINSKI
UE ID: UZNJ-32F4HX

Services

2F1J3Y - NJ YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed	\$23.25
Sales Tax	\$0.80
Total:	\$24.05

We accept the following methods of payment:
Authorization Code, Business Check, Money Order, Credit Card
Personal checks and cash will not be accepted

IMPORTANT!

YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT. Legal Name must match exactly on all identification documents brought to enrollment

1. Passport Book or Card

All ID Documents must be the originals. Copies will not be accepted.

Status as of 02/07/20

Pre-Enrolled

You have successfully pre-enrolled.

2F1J3Y - NJ YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed Appointment Details:

Time: 3/3/2020 @ 09:00 AM (EST)
Location: Identogo
1230 Parkway Ave
Ste 102



Facilities and Days/Hours of Operation

- More sites available on line to choose from during registration. These are only suggestions.
- Expect scheduling appointments to be a week or two out.

Cherry Hill - IdentoGo

*Colwick Business Center
57 Haddonfield Rd Ste 110
Cherry Hill, NJ 08002*

Hours:

Mon, Tue, Thu, and Fri 9:00 - 12:00 & 1:00 - 5:00
Wed 12:00 - 4:00 & 5:00 - 8:00

Edison - IdentoGo

*2660 Woodbridge Ave
Edison, NJ 08837*

Hours:

Mon, Tue, Thu, Sat 9:00 - 12:00 & 1:00 - 5:00
Wed 12:00 - 4:00 & 5:00 - 8:00

Ewing - IdentoGo

*Parkway Corp Center
1230 Parkway Ave Ste 102
Ewing, NJ 08628*

Hours:

Mon, Tues, Wed, Thurs, Fri 9AM-12PM & 1PM-5PM

Woodbury - IdentoGo

*Lakeside Professional Campus
190 N Evergreen Ave Ste 101
Woodbury, NJ 08096*

Hours:

Mon, Tue, Wed, Thurs, Fri 9:00 - 12:00 & 12:30 - 5:00

***LOCATION, DATES AND TIMES SUBJECT TO CHANGE.**