

**Lower Township Department of Parks & Recreation**  
Zachary S. Zelwak  
Superintendent of Parks & Recreation  
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Asst. Supt. of Parks & Recreation

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**To: Lower Township Recreation Department Volunteer Coaches**  
**From: Mitchell B. Plenn**  
**Re: Volunteer Background Investigation**  
**Date: April 22, 2008**

Please be advised that the New Jersey State Police has made changes to the volunteer fingerprinting process. Candidates will no longer be able to have themselves fingerprinted at your local police department. Instead you will have to report to a designated Sagem Morpho location. The nearest location is at the Woodbine Developmental Center. Please follow the following steps in order to complete this process.

1. Review and complete the attached Sagem Morpho applicant information form/ Universal Fingerprint form.
2. Make an appointment via the Internet or telephone. Internet website is [WWW.BIOAPPLICANT.COM/NJ](http://WWW.BIOAPPLICANT.COM/NJ). Telephone number is 1-877-503-5981.  
Note: Volunteer Registration Number (VRN) for Lower Township volunteers is EO2003.
3. Take all relevant information, which is listed on the Sagem Morpho applicant information sheet/ Universal Fingerprint form to your scheduled appointment.
4. Request a receipt to bring to the Lower Township Recreation Department so that paperwork may be done for reimbursement of payment.

Please contact me using the information listed above, if you have any questions concerning this process.

