

*Mary, Mother of the Church Parish*  
45 Crosswicks Street, Bordentown, NJ 08505

# 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.
- **BACKGROUND CHECKS**
  - **Appointments** can be made online at <https://uenroll.identogo.com/> or by the call center at 1-877-503-5981. 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 the printed email with appointment date, name and UE ID# and 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've attached, to the Parish Office. Your original form will be used for reimbursement.
- **VIRTUS Child Safety Course Information**
  - **Register** at [www.virtus.org](http://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.
- 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 Margaret Zola, Business Manager and CRE at 609-291-8281 or by email [mzola@mmtcp.org](mailto:mzola@mmtcp.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 Name, Date of Birth and Method of Contact
- Agency Identifiers
  - Contributor Case Number - **TRE113**
  - 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 08505 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. You will receive an email with your scheduled appointment information.
- **YOU MUST PRINTOUT EMAIL WITH YOUR APPOINTMENT DATE, NAME, AND UE ID# AND BRING IT WITH YOU TO YOUR APPOINTMENT ALONG WITH YOUR PICTURE ID. (sample below)**

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<sup>®</sup>

## 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	<b>\$23.25</b>
Sales Tax	<b>\$0.80</b>
<b>Total:</b>	<b>\$24.05</b>

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



**Local 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***

*57 Haddonfield Rd Ste 110  
Cherry Hill, NJ 08002*

**Hours:**

Monday-Saturday 9AM - 12PM & 1PM-5PM

***Ewing - IdentoGo***

*Parkway Corp Center  
1230 Parkway Ave Ste 102, 1st Floor  
Ewing, NJ 08628*

**Hours:**

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

***Woodbury - IdentoGo***

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

**Hours:**

Every other Monday-Saturday 9AM-12PM & 1PM-5PM

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