

Finger Print Service Code Form- Youth Camp Staff

Service Code is unique to Child Care Development Block Grant Act (CCDBGA) Requirements.

Do not use this code or form for another purpose.

Service Name: CCDBGA YOUTH CAMP EMPLOYMENT

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

2F1329

Please add your CAMP ID Number *after* the Contributor Case Number Youth Youth Camp Staff – Contributor Case Number: CM3384

Name of Camp Program:

Employee Name:

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver’s License issued by a State or outlying possession of the U.S.
- Driver’s License PERMIT issued by a State or outlying possession of the U.S.
- Driver’s License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver’s License (EDL)
- Commercial Driver’s License issued by a State or outlying possession of the U.S.
- Commercial Driver’s License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver’s License
- Foreign Driver’s License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Don’t have access to the Internet? You can still schedule an appointment by calling **877.503.5981. IMPORTANT!**

IMPORTANT - Applicants must add their UE ID and TCN numbers to the bottom of the form in the space provided and provide a copy of this form to the Youth Camp Director/Operator to demonstrate compliance.

TCN ID

UE ID Number

Fingerprint Service Code Form – Youth Camp Volunteer

Service Code is unique to Child Care Development Block Grant Act (CCDBG) Requirements.

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Service Name: CCDBG Youth Camp Volunteer

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

2F135R

Please add your CAMP ID Number *after* the Contributor Case Number Youth

Camp Staff – Contributor Case Number: CM3384

Name of Camp:

Volunteer Name:

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver’s License issued by a State or outlying possession of the U.S.
- Driver’s License PERMIT issued by a State or outlying possession of the U.S.
- Driver’s License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver’s License (EDL)
- Commercial Driver’s License issued by a State or outlying possession of the U.S.
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- Canadian Driver’s License
- Foreign Driver’s License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Don’t have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.

IMPORTANT - Applicants must add their UE ID and TCN numbers to the bottom of the form in the space provided and provide a copy of this form to the Youth Camp demonstrate compliance.

TCN ID

UE ID Number



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT
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TRENTON, NJ 08625-0716

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SARAH ADELMAN
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Assistant Commissioner

IDENTOGO FINGERPRINT SERVICE CODE FORM INSTRUCTION

IdentoGo Fingerprint Service Code Form - is the required form to schedule background check appointments. This form must be completed by each applicant, including the Youth Camp Director and/or Operator who are mandated to comply with the child care subsidy program’s fingerprint requirements.

Applicant: is defined as the person required to comply with the subsidy program fingerprint background check. Ages 18 and older supervising children or compensated to care for children or have unsupervised access to children.

Service Codes: (top of the form): there are two service codes that to use to identify the staff or employee, from volunteers.

1. **Camp Operator/Director or Staff:** 2F1329
2. **Volunteer Code:** 2F135R

Contributor Case Number: is the unique code that identifies the Youth Camp *This unique code cannot be shared or used for any other purpose.*

Youth Camp Director/Operator Responsibility

1. Complete top section of the Form:
 - CAMP ID Number
 - Name of Youth Camp
 - Staff/Volunteer Name
2. Provide form to all applicants employed or volunteer 18 and older to complete bottom section of the form
3. Obtain copy of fingerprint receipt of applicants to demonstrate compliance

Applicant Responsibility

1. Complete bottom section of the form add the - UE ID and TCN numbers
2. TCN Number – confirmation fingerprint was scheduled
3. UE ID Number – confirmation fingerprint was completed

Provider Record Keeping

- Youth Camp Director/Operator must keep copies of all applicant forms as part of their records to demonstrate compliance, including fingerprint receipt.

IMPORTANT REMINDER

- Please be sure to have staff review each form to ensure that the appropriate forms are disseminated to the correct individual.
- Please be sure the provider submits a copy of the receipt or email confirmation to your agency to verify that fingerprint was completed.