DIVISION OF PUBLIC WORKS
RECYCLING AND
SOLID WASTE MANAGEMENT
TELEPHONE: 856-589-0523
FAX: 856-589-0529

TOWNSHIP OF WASHINGTON
GLOUCESTER COUNTY
DEPARTMENT OF MUNICIPAL SERVICES
P.O. Box 1106, Turnersville, NJ 08012

DIVISION OF PARKS
AND RECREATION
AND PARKS SERVICES
TELEPHONE: 856-589-3227
FAX: 856-589-0529

Dear Megan's Law Applicants:

Our Washington Township Parks & Recreation Megan's Law background check system has now been updated. We are pleased to announce our partnership with National Center for Safety Initiatives, through which they will engage in a comprehensive background screening for all of our volunteers and coaches. We have taken important steps to ensure the highest level of safety within our programs. One of these steps is the implementation of a standardized approach to background screening for our coaches and volunteers. This includes a comprehensive background screening program using NCSI's Full Service Solution via SportsEngine.

To start your background check, please complete these three easy steps:

Step 1: Go to: https://washington-township-parks-and-recreation-r2468.sportngin.com/register/form/175643808
Step 2: Login to an existing SportsEngine profile or follow the prompts to create a new profile.
Step 3: Provide Legal Authorization and Certification.

The Screening Results will be sent to Washington Township Parks and Recreation. National Center for Safety Initiatives will contact you directly if there are any questions, problems or issues related to your specific information. An email address is required when completing the background check as our contact with you will mostly be electronic. Please be sure to add ncsisafe.com and sportsengine.com to your list of acceptable domains in your email program to receive notifications from us.

It is important when entering your name, that you use your **full legal name** as written on your Birth Certificate or Driver's License. Please also verify that your Social Security Number was typed correctly. Using nicknames or failing to type a correct Social Security Number may delay or invalidate your background check. If you have any questions or problems submitting your information, please call the National Center for Safety Initiatives at (866) 833-7100.

Once you have submitted your information, you will receive a Confirmation Page. The background check generally takes 10 business days to complete and you may check your status by logging into your SportsEngine profile.

Once your cleared results are received by Parks & Recreation, you will be notified to come into the office for your Photo ID. This ID will be good for 3 years. If your application has been flagged, you will receive separate instructions.

If you have any questions, please feel free to call our Parks & Recreation office at 856-589-3227. Thank you for your participation and your cooperation in this important process.

Sincerely,

Washington Township Parks & Recreation Department

WTPR/dk