

## STEP-BY-STEP TO A BACKGROUND CHECK

- Pick up a form at the Recreation Department.**  
The Recreation Department is located on the 2nd floor of the Municipal Building at 17 N. Main Street. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.
- Schedule an appointment.**  
You can make an appointment online at [www.bioapplicant.com](http://www.bioapplicant.com) or by calling 1-877-503-5981.  
The closest MorphoTrak office is located in the Heritage Executive Complex, 1873 Route 70 East, Suite 204, Cherry Hill. This is near Springdale Road and the SYMS clothing store.
- Complete your form and bring it with you to your appointment along with your driver's license or passport.**  
In addition to filling in your personal information, the following information should be filled in:  
Line #7 should have the number "C08005"  
Line #25 should have "Volunteer Coach" as the occupation  
Line #26 should have "Medford Township" listed as the employer name
- Return your form to the Recreation Department.**  
At the conclusion of your appointment, the MorphoTrak staff will give you back your original form with a receipt attached. Make sure you have these before you leave their office. The Recreation Department needs this paperwork in order for the cost of your background check to be paid by the Kanka Foundation. Lost or misplaced forms count against the grant allocation and you will be responsible for any costs incurred.
- Pick up your card from the Recreation Department.**  
**The cost of the card is \$3.**  
The Recreation Department will contact you by phone once the State has issued your clearance. At the same time you pick up your identification card you must also return your original multi-colored form back to the Recreation Department. You will not be permitted to pick up your card without returning the form!! You will be provided with an identification card and lanyard which must be in your possession whenever you are participating in any activities in the Township's parks and athletic facilities.

*For more information, please contact the Recreation Department at 609-654-2512.*