

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 product and a simple "Red Light/Green Light" clearance report issued.

To start your background check, go to <http://www.ncsisafe.com> and click on "Start Your Background Screening Now" on the left side of the webpage. Complete three easy steps:

- Step 1: Enter Self Registration Number: **23274963**
- Step 2: Enter Your Information as Requested
- Step 3: Provide Legal Authorization and Certification

The "Red Light/Green Light" 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 largely be electronic. Please be sure to add [ncsisafe.com](http://www.ncsisafe.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 on their website under the "Check Your Background Screening Status" link at www.ncsisafe.com.

Once your *Green Light* 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 *Red Lighted*, 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,

Gianna Tarasevich, Clerk
Washington Township Parks & Recreation