



Marlboro Township Recreation & Parks Commission

1996 Recreation Way, Marlboro, New Jersey 07746, Phone 732-617-0100

January 19, 2012

To All Volunteers, Coaches, and Employees:

The Marlboro Township Recreation and Parks Commission has changed background check companies January 1, 2012. The new company is Instant Verification.

Instant Verification and the Marlboro Township Recreation and Parks Commission have set up four dates, for the calendar year, for individuals to submit to their background check. This is now an in-person process.

Instant Verification will ask you to provide your Driver's License, take a photo, and fill out an application. They will then process the check and provide picture ID cards for each individual who successfully passes the check. Five days from your application date, please check <http://www.instantverificationinc.com> for your name (under Marlboro Township Recreation). If your name is visible on the website, please contact the Recreation Department, 732-617-0100, to confirm your ID card is in the office. At card pick up, your Driver's License photo will be matched to your ID card. Once the match has been verified, you will sign that you have received the card.

These ID cards **MUST** be worn at all Recreation sponsored events at which you coach, volunteer, or work as employee. If an individual is found to be in violation of this, the individual will be asked to leave until able to provide the ID card. There will also be a list accessible through our website of all approved individuals and the date they are approved until.

So there is no confusion, individuals who are currently approved through NCSI received a paper ID card until their background check expires. The paper ID cards **MUST** all also be worn at all Recreation sponsored events at which you coach, volunteer, or work as an employee.

Thank you for your understanding and observance of this new process.

Sincerely,

Liz Cellini
Recreation Specialist
Marlboro Township Recreation

Michele Lewis
Marlboro Recreation Commission