

Fingerprinting Instructions

1. Go to <https://uenroll.identogo.com/> and enter following service code: **2F1J3Y 2F1J3Y-(NJ920610Z NJSP Volunteer Review OPS Youth Serving Organization VOLUNTEER YSB)**.
2. Click: Schedule or Manage Appointment, proceed to follow the multi-step process as it will require you to provide personal information to include name, address, DOB, citizenship, etc.
3. **IMPORTANT:** enter code **N12001** as the **Contributor Case Number** when requested as it identifies Howell South Little League otherwise you will not get credit for your fingerprints.
4. Once appointment is scheduled, you will be given a confirmation email. This email will include a **UE ID#** ex. UZNJ-1A2B3BC (mixture of letters/numbers). The UE ID# is linked to you. In the event you have to cancel/reschedule your appointment, go to the above IdentoGo link and Click: Manage an Existing Appointment, input your personal info and/or UE ID# and your appointment can be managed/alterd from there, IdentoGo requires a 24 hour notice for cancellations etc.
5. Once Fingerprints are complete, you will have online access within 24-48 hours. Again, go to above IdentoGo link and Click: Check the Status of Your Service, input your personal info and/or UE ID# and you will have access to your fingerprints. Fingerprints will have a **TCN#** which is linked to your identity. Please forward your prints to howellsouthll@gmail.com, Attn: Player Safety Agent.

Monitoring Fingerprints via IdentoGo

- Go to <https://uenroll.identogo.com/>, see above instructions.

Monitoring Fingerprints via Howell Municipal Website

- Go to www.twp.howell.nj.us, type in "Fingerprints" in search engine and click link. "Township Fingerprint List" is updated bi-annually. Direct Link is as follows: <https://www.twp.howell.nj.us/DocumentCenter/View/5865/Fingerprints-8232021>

Monitoring Fingerprints via Instant Verification Inc.

- Go to www.instantverificationinc.com, Click: Approval Lists, "Howell", you will see current/valid coaches for all sports within Howell Townhsip. IdentoGo is directly linked to Instant Verification Inc. This is the site Howell Township uses to obtain/update fingerprint list.

