

NEW JERSEY STATE POLICE

**IDENTIFICATION AND INFORMATION
TECHNOLOGY SECTION**

STATE BUREAU OF IDENTIFICATION (SBI)

CRIMINAL INFORMATION UNIT (CIU)

REGISTRATION
PACKET FOR THE
VOLUNTEER REVIEW
OPERATION (VRO)

Public Law 1999, Chapter 432 (C. 15A:3A-1) permits nonprofit youth serving orga to request criminal history record background checks on persons wishing to se volunteer or an employee. The law defines a nonprofit youth serving organizat corporation, association, or other organization established pursuant to Title 1 Revised Statutes, Title 15A of the New Jersey Statutes, or other laws of this S excluding public and nonpublic schools, which provides recreational, cultural, ch social, or other activities or services to persons under 18 years of age, and is exe federal income taxes. Organizations interested in submitting under this law registered with the New Jersey Department of Treasury, Commercial Recording a nonprofit organization and have a determination of federal tax exemption Internal Revenue Service (IRS). Qualified organizations may request nat fingerprint based criminal history checks of the repositories of the Federal B Investigation (FBI) and the State Bureau of Identification (SBI) at the Division Police. The New Jersey State Police has established the Volunteer Review O (VRO) to process these requests.

FOR CHURCH/GOVERNMENT USE ONLY

The following guidelines will assist you in registering your organization for this program

Interested organizations must:

- < Execute the VRO “**Memorandum of Understanding.**” This document is included in the VRO registration packet and confirms that the organization will maintain a non-profit status with the state of New Jersey and a federal tax exemption status with the IRS during the time it requests criminal history background checks under the VRO program.
- < Submit a copy of the executed Memorandum of Understanding and the number of requests you plan on submitting for a year to the VRO at:

Division of State Police
P.O. Box 7068
West Trenton, NJ 08628-0068
Attn: CIU/VRO

The Volunteer Review Operation will respond to your registration submission and provide complete instructions and the materials needed to successfully complete and submit your request for criminal history information on your prospective volunteers.

Questions? Contact the VRO, at (609) 882-2000, extension 2762.

MEMORANDUM OF UNDERSTANDING

RESPONSIBILITIES OF THE NONPROFIT YOUTH SERVING ORGANIZATION U

NEW JERSEY STATUTES ANNOTATED (N.J.S.A.) 15A:3A-1

In accordance with the provisions of N.J.S.A. 15A:3A-1 (hereinafter the “La Volunteer Review Operation (hereinafter “VRO”) has been established for the pu conducting criminal history record checks for nonprofit youth serving organizati excluding public and nonpublic schools, which provide recreational, cultural, ch social, or other activities or services for persons under 18 years of age, and is exe federal income tax. The following agreement outlines the responsibilities of the youth serving organization, their agents, officers, and employees, when su requests for criminal history record information to the New Jersey State Police u “Law”.

RESPONSIBILITIES OF THE YOUTH SERVING ORGANIZATION

- The youth serving organization (hereinafter “YSO”) must be registered with Jersey Department of Treasury, Commercial Recording Unit, as a organization. The “YSO” must maintain this status in order to submit history requests under the “Law.”
 - The “YSO” must be registered with the Internal Revenue Service (IR determination of tax exemption. The “YSO” must maintain this status in submit criminal history record requests under the “Law.”
 - The “YSO” agrees to submit requests for criminal history record informatio the authorized purpose as enumerated in the “Law.”
 - The “YSO” agrees to submit requests for criminal history record inform accordance with the guidelines enumerated in the YSO Instructions for Reg and YSO Instructions for Submission.
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VOLUNTEER REVIEW OPERATION (VRO)
MEMORANDUM OF UNDERSTANDING ACKNOWLEDGEMENT

Acknowledgment - We hereby acknowledge the receipt of the New Jersey State Po Instructions for Registration. We acknowledge the duties and responsibilities set for Memorandum of Understanding. We further acknowledge that failure to comply agreement will terminate our ability to access criminal history record information under 15A:3A-1. A copy of this agreement shall be made available or be readily accessi personnel.

ORGANIZATION INFORMATION

ORGANIZATION NAME: _____

ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ COUNTY: _____

STATE: _____ ZIP: _____

PHONE NUMBER: _____

AUTHORIZATION NAME: _____

AUTHORIZATION SIGNATURE: _____

CONTACT PERSON INFORMATION

NAME: _____

MAILING ADDRESS: _____

CITY: _____ COUNTY: _____

STATE: _____ ZIP: _____

PHONE
NUMBER/EMAIL (Required): _____

Completed form to be returned prior to conducting transactions:

By Fax: (609) 530-5780

By Mail: Division of State Police
Attn: Criminal Information Unit, VRO
P.O. Box 7068
West Trenton, NJ 08628-0068

Public Law 1999, CHAPTER 432

AN ACT concerning criminal history record background checks of employees and volunteers of youth serving organizations and supplementing Title 2A of the New Jersey Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

C.15A:3A-1 Definitions relative to criminal history background checks for employees, volunteer serving organizations.

1. As used in this act:

“Criminal history record background check” means a determination of whether a person has a crime by cross-referencing that person’s name and fingerprints with those on file with the Federal Investigation, Identification Division and the State Bureau of Identification in the Division of State

“Department” means the Department of Law and Public Safety.

“Nonprofit youth serving organization” or “organization” means a corporation, association or organization established pursuant to Title 15 of the Revised Statutes, Title 15A of the New Jersey Statutes or other law of this State, but excluding public and nonpublic schools, and which provides recreational, cultural, charitable, social or other activities or services for persons younger than 18 years of age and which is exempt from federal income taxes.

C.15A:3A-2 Youth serving organization request for criminal background check; costs.

2. a. A nonprofit youth serving organization may request, through the department, that the State Identification in the Division of State Police conduct a criminal history record background check on a prospective and current employee or volunteer of the organization.

b. For the purpose of conducting the criminal history record background check, the division shall use its own files and arrange for a similar examination by federal authorities. The division shall inform the department whether the person’s criminal history record background check reveals a conviction for a disqualifying crime or offense as specified in section 3 of this act.

c. The division shall conduct a criminal history record background check only upon receipt of the consent to the check of the prospective or current employee or volunteer.

d. The organization or the prospective or current employee or volunteer shall bear the costs associated with conducting criminal history background checks. Notwithstanding any law or regulation to the contrary, the department shall not charge a fee for a criminal history record background check that exceeds the cost of conducting that check, as determined by the Attorney General. The Attorney General shall certify to the State Treasurer the cost per criminal history background check in the immediately following year.

C.15A:3A-3 Conditions under which a person is disqualified from service

3. A person may be disqualified from serving as an employee or volunteer of a nonprofit you organization if that person's criminal history record background check reveals a record of convict of the following crimes and offenses:

a. In New Jersey, any crime or disorderly persons offense:

(1) involving danger to the person, meaning those crimes and disorderly persons offenses s N.J.S.2C:11-1 et seq., N.J.S.2C:12-1 et seq., N.J.S.2C:13-1 et seq., N.J.S.2C:14-1 et seq. or N.J. et seq.;

(2) against the family, children or incompetents, meaning those crimes and disorderly persons o forth in N.J.S.2C:24-1 et seq.;

(3) involving theft as set forth in chapter 20 of Title 2C of the New Jersey Statutes;

(4) involving any controlled dangerous substance or controlled substance analog as set forth in of Title 2C of the New Jersey Statutes except paragraph (4) of subsection a. of N.J.S.2C:35-10.

b. In any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute crimes or disorderly persons offenses described in subsection a. of this section.

C.15A:3A-4 Submissions, exchange of background check information.

4. a. Prospective or current employees and volunteers of nonprofit youth serving organizations sh their name, address, fingerprints and written consent to the organization for the criminal hist background check to be performed. The organization shall supply this documentation to the General, who shall coordinate the background check.

b. The Attorney General is authorized to exchange fingerprint data with and receive criminal hist information for use by nonprofit youth serving organizations from the Federal Bureau of Inv Identification Section and the Division of State Police, Bureau of Identification and such enforcement agencies and jurisdictions as may be necessary for the purposes of this act.

c. The department shall act as a clearinghouse for the collection and dissemination of informatio as a result of conducting criminal history record background checks pursuant to this act.

C.15A:3A-5 Rules, regulations.

5. The Attorney General, pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (C.5 seq.), shall adopt rules and regulations to effectuate the purposes of this act concerning acc dissemination of information obtained as a result of conducting a criminal history record backgro

6. This act shall take effect 90 days following enactment.

Approved January 18, 2000.
