



Leonia Recreation Commission

370 Broad Ave., Leonia, NJ 07605
Tel. (201) 592-5783 • Fax (201) 592-8654
www.leonianj.gov

BARBARA H. DAVIDSON
RECREATION SUPERINTENDENT

Volunteers,

Please read the following directions to schedule and complete your background check successfully. You must complete this process and be cleared every two years before you can begin volunteering.

- Boxes 1 through 24 must be filled out as applicable
 - **Box 7 Contributors Case # is: B14002**
 - **Box 25 please fill in the name of the organization that you will be volunteering for. (i.e. AYSO, Sports Boosters). DO NOT put your personal work title.**
 - **Box 26 employer address is: 370 Broad Ave, Leonia, NJ 07605**
- Appointments must be made online at www.bioapplicant.com/nj
 - **Your appointment date must take place 4 weeks in advance of your first volunteering date. Please be aware that appointment availability varies and may require scheduling weeks in advance.**
 - Your completed fingerprint form must be brought to your appointment or they will not fingerprint you.
 - All completed forms **AND** the attached receipt given to you by the agency **MUST BE** handed in to David Torres at the Leonia Recreation Department within 72 hours of your fingerprint appointment completion. This will ensure that your prints will be given to the Leonia Police Department and reimbursement by the Leonia Recreation Department in a timely fashion.
- **DO NOT RETURN THE FORM AND RECEIPT TO YOUR ORGANIZATION. IT MUST BE RETURNED TO THE LEONIA RECREATION DEPARTMENT FOR VALIDATION.**
 - Business Hours are:
 - Monday: 8:30 am – 4:30 pm
 - Tuesday: 8:30 am – 8:00 pm
 - Wednesday: 8:30 am – 4:30 pm
 - Thursday: 8:30 am – 4:30 pm
 - Friday: 8:30 am – 12:00 pm