

## Bethlehem Township Background Checks – Frequently Asked Questions (FAQ)

### 1) Can I get an electronic copy of the application?

No, to use them they must be originals. They have special markings on them and also are pre-assigned numbers by the Kanka Foundation and assigned a series of numbers by sport. In addition, the township administrator keeps record of each individual issued a form and the pre-assigned number that corresponds.

### 2) Is a copy on the township website?

No, for the same reason as above, they must be originals.

### 3) Who should the completed application be sent to?

At the appointment, the applicant will give the technician the appropriate identification and their application. The technician will process and attach a receipt to the application and return it to the applicant. **The processed original application with receipt must be returned to the Township Administrator by the applicant.** The Administrator will forward all processed applications with receipts attached to the Kanka Foundation. The Sagem Morpho application requires the applicants Social Security number, however, prior to the Administrator sending the processed forms to the Kanka Foundation the Social Security number will be blacked out.

### 4) What kind of tracking method is in place to determine whether someone submitted their application and that it has been processed?

The Township Administrator should receive the applications with receipts from the individuals/applicants. The Township Administrator also receives letters from the NJ State Police for each application processed and a report from the Kanka Foundation as to what applications were processed from Sagem Morpho.

### 5) Is there a fee for the applications?

The Kanka Foundation has provided one full year of funding to have the background checks processed to cover every sport season for one year.