



*State of New Jersey*  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
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PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

VICTORIA L. KUHN, ESQ.  
*Commissioner*

Dear Prospective and Renewing Volunteers:

In an attempt to minimize the time required to process volunteer background clearance forms, the below list provides all applicants the standards which shall be followed to ensure the timely acceptance and processing of their volunteer forms. Strictly adhering to the listed instructions will decrease delays in the processing time:

1. All forms shall be submitted a minimum of 30 days prior to the desired date of entry or the expiration of a current identification card. Exceptions for a shorter time frame may be considered on a case by case basis.
2. All questions on the forms shall be answered. Do not leave any questions blank, if it does not apply to you, write "N/A."
3. Forms shall be completed in blue ink, no black or pencil. Any forms completed in pencil or black will be returned to the applicant.
4. All forms shall be legible.
5. All applicants shall list their entire criminal history (federal, state, county and/or municipal offenses). All applicants shall list, in their lifetime, any contact with law enforcement, which resulted in a fine(s), ticket(s), conviction(s) or dismissal(s) in the Criminal History section. Convictions that are pending or expunged shall also be listed in the Criminal History section.
6. In the event that you have an offense listed, a formal written explanation of the criminal history shall be attached to the form.
7. All applicants shall reenter their criminal history, each time, they complete a renewal form.
8. All applicants shall submit the original criminal background from. Scanned, faced or email copies will not be accepted.
9. A clear, enlarged copy of your driver's license or state issued identification shall be submitted with all forms.
10. If you are not a natural born US citizen, a clear copy of your naturalization paperwork, green card or passport shall be submitted to your application.
11. All international exchange students without a social security number (SSN) shall enter their passport number and slightly above the number denote "Exchange Student."

Any application received by the correctional facility or the Office of Volunteer Services that does not adhere to the outline requirements will be returned to the applicant and notification will be submitted to the group leader and NJDOC unit sponsor. Should you have any questions concerning the outlined procedures, please contact, Office of Volunteer Services at (609) 292-4036 ext. 5304/5208 or via email at [Volunteer.Services@doc.nj.gov](mailto:Volunteer.Services@doc.nj.gov).

Sincerely,

Dr. D. Patterson Sessomes, Assistant Commissioner  
Division of Programs