



Westfield Volunteer Rescue Squad

Celebrating Over 70 Years of Service

Background Check Instructions

Instructions: Please carefully follow the instructions below to schedule an appointment to complete a background check.

Note: WVRS only requires members 18 years of age and older to complete a background check.

Step 1: Access the Online Webpage

1. Click the link to access the online webpage to schedule an appointment
 - a. <https://uenroll.identogo.com/workflows/2F1HRF>
2. Select "Schedule or Manage Appointment"

Step 2: Essential Information

3. Enter Legal First Name, Middle Name (Enter NMN if no middle name), Last Name, and Suffix (if applicable) as it appears on official documents
4. Enter & confirm Date of Birth
5. Enter at least one method of contact (email or phone)
 - a. Select preferred method of contact

Step 3: Employer Information

6. Enter Employer Name exactly as it appears below
 - a. **Westfield Volunteer Rescue Squad**
7. Enter Country
 - a. **United States**
8. Address Line 1
 - a. **335 Watterson St**
9. City
 - a. **Westfield**
10. State/Province
 - a. **New Jersey**
11. Postal Code
 - a. **07090**

Step 4: Additional Information/Agency Identifiers

12. Enter Contributor Case Number exactly as it appears below
 - a. VCP

Step 5: Citizenship

13. Complete this section with the correct information as seen on official documents

Step 6: Personal Questions

14. Answer the questions in this section to the best of your knowledge

Step 7: Personal Information

15. Enter your height, weight, hair color, eye color, preferred language, gender, and race

Step 8: Address

16. Enter your mailing address as seen on official documents
17. Enter your residential address as seen on official documents

Step 9: Documents

18. Please select the required documents that must be brought to your appointment
 - a. Ensure that all information entered previously matches the information listed in the official document that will be brought to your appointment

Step 10: Location

19. Select a location for your appointment

Step 11: Date and Time

20. Select a date and time for your appointment
21. Click submit to book your appointment
22. Check your email to ensure a confirmation email was sent to the email address provided.

Step 12: Appointment

23. Follow the instructions listed in the email for your appointment.
24. When you are asked to pay for your background check, provide them with a coupon code (WVRS covers the cost of the background check)
 - a. **This coupon code will be emailed to you**

If you have any questions or encounter any issues, please contact the Westfield Volunteer Rescue Squad.