

Instructions for Pre-Employment Background Check

1. Complete **Authorization** form giving approval to conduct the background check and receive the results. Scan and email form to eshinn@plainsboronj.com or fax to 609-799-5400.
2. Print out and complete the **Ident to Go** form. Make an appointment to be fingerprinted online at <https://nj.ibtfingerprint.com/>. Be sure to use Plainsboro Township as your employer even though you may have an additional job somewhere else. You will need to pay \$40 for the appointment, but the Township will reimburse you after you are employed. Bring the form to the appointment with you along with approved identification which is listed on the form. The form will be given back to you with a receipt attached. Bring this form to Human Resources when you start work in order to get reimbursed.
3. Contact Penn Medicine Princeton Occupational Health to make an appointment for a drug screen. 609-853-7474. Tell them it is a pre-employment drug screen for Plainsboro Township. It will be conducted at Princeton Hospital Occupational Health Center which is located behind the hospital. (See separate directions) They will bill the Township directly.
4. When all reports have been received, Human Resources will contact you to set a start date.