



ELECTRONIC FINGERPRINTING PROCEDURES

The Diocese of Venice has enlisted First Advantage/Advantage Biometric Group (ABG) (formerly PrideRock Holding Company, Inc.) as our provider of fingerprinting (criminal background screening) & data management services. This fingerprint process is totally electronic and our past procedures have been terminated.

These electronic fingerprinting procedures will not apply to not-yet-certified teachers seeking initial state certification. The State of Florida requires that fingerprints be submitted using a specific ORI (Originating Agency Identifier) number which is to be obtained from the school Principal. The teacher must arrange to have fingerprints taken at a LiveScan Service Provider that has the capability of submitting them for clearance using that ORI number.

First Advantage has provided us with a designated web-based application & registration system which allows Diocesan personnel, contractor/vendors and volunteers a means to process fingerprint-based criminal history background screenings in accordance with the Diocese of Venice (DOV) Policy and Procedural Guidelines relating to the Protection of Children and Vulnerable Adults. The fingerprints are submitted electronically to the Florida Department of Law Enforcement and the Federal Bureau of Investigation with the results available to the Diocesan Safe Environment Coordinator within 24 to 48 hours. The results will be then provided to the parish, school or other diocesan entity.

Diocesan Personnel involved in this process:

- **Clergy**: All priests and deacons who have an assignment or faculties of the Diocese of Venice.
- **Religious**: All sisters and brothers who are regularly involved in ministry on behalf of an entity of the Diocese
- **Seminarian**: All individuals attending seminary or entering the process to become seminarians with the purpose of ordination to the priesthood.
- **Employee**: Any lay individual who is employed by and given payment (any form of compensation, whether monetary or otherwise) for services rendered in which the obligation to withhold for payroll tax (FICA, Medicare, and withholding) exists, whether part-time or full-time. This definition shall include all such persons whether employed by the diocese, parish, school, early childhood center, group home, or other Diocesan organization.

- **Volunteer**: Any unpaid person who is engaged or involved in any diocesan institution or parish activity, and who is entrusted with the care, responsibility, or supervision of children or vulnerable adults.
- **Vendor**: Any lay person not employed by the Diocese engaged to perform services on behalf of the Diocese of Venice or any of its entities.

The actual fingerprinting is done at designated retail locations throughout the Diocese for convenient access. They are:

The UPS Store

340 9th Street North

Naples, FL 34102

(239) 262-7678

Hours for fingerprinting: Monday-Friday 11:00 A.M. to 4:00 P.M.

Pac n Send B Ft Myers, FL

8595 College Pkwy Ft Myers, FL 33919

(239) 433-0747

Hours for fingerprinting: Monday-Friday 9:00 A.M. to 5:00 P.M. Saturday 10:00 A.M. to 2:00 P.M

The UPS Store

1435 E. Venice Ave. #104

Venice, FL 34292

(941) 484-1933

Hours for fingerprinting: Monday-Friday 7:30 A.M. to 1:30 P.M.

Saturday 7:30 A.M. to 1:00 P.M.

Sarasota Package Ship & Mail

935 N. Beneva Road, Suite 609

Sarasota, FL 34232-1338

(941) 955-0098

Hours for fingerprinting: Tuesday-Friday 9:00 A.M. to 4:00 P.M.

Northern Deanery:

Our Lady Queen of Martyrs Parish

6600 Pennsylvania Avenue

Sarasota, FL 34243

(941) 755-1826

Fingerprinting is conducted each Wednesday by appointment, please call parish office.

Times: 8:30 A.M. to 11:00 A.M.

2:00 P.M. to 4:00P.M.

Central Deanery:

St. Charles Borromeo Parish (Service Center)

2500 Easy Street
Port Charlotte, FL 33952
(941) 625-4754

Fingerprinting is conducted by appointment, please call parish office.

Eastern Deanery:

St. Catherine Parish (Service Center)

827 Hickory Street
Sebring, FL 33870
(863) 385-0049

Fingerprinting is conducted each Wednesday by appointment, please call parish office.

Times: 1:00 P.M. to 3:00 P.M.

6:00 P.M. to 8:00 P.M.

Southern Deanery:

St. John the Evangelist Parish (Service Center)

625 111th Avenue
North Naples, FL 34108
(239) 566-8740

Fingerprinting is conducted by Appointment, please call parish office.

EVERYONE WHEN REGISTERING WILL BE ABLE TO SCHEDULE AN APPOINTMENT FOR FINGERPRINTING.

Before visiting a processing center, applicants must complete the registration form online using photo identification, such as a drivers license. After registration is complete, a confirmation page will be issued, and new applicants must present this confirmation page at the screening location in order to continue the process. Individuals who do not have access to a computer or require assistance in registering should contact their local parish, school or diocesan entity for the designated fingerprint coordinator.

How to register:

1. **REGISTER** online by accessing:

<https://fingerprint.fadv.com/Registration>

2. USER NAME: diov
PASSWORD: Password1

2. **ENROLL** personal data required to submit fingerprints. Everyone must register using government-issued photo identification (i.e. drivers license, military ID card, etc.) The Federal Bureau of Investigation also requires a social security number.

3. PAY:

New Applicants:

Employee/Clergy/Religious/Seminarian/Vendor - \$57.50

Volunteers - \$51.00

Rescreening after 5 years of the “initial” electronic screening (reuse of retained prints):

Employee/Clergy/Religious/Seminarian/Vendor - \$47.50

Volunteers - \$40.00

- **You must pay in advance.**
- **Payment must be made by credit card only – NO PERSONAL OR DIOCESAN ENTITY CHECKS**

4. **OBTAIN RECEIPT** generated online.

New Applicants:

Print the Receipt and bring it to the Service Center along with the specific Photo ID you used to register.

Rescreening after 5 years of the “initial” electronic screening (reuse of retained prints):

Print the receipt a message will read “*You have completed your fingerprint transaction process and your prints have been submitted to FDLE*”. If you received this message you do not have to go to the Service Center to be fingerprinted. Print the receipt for your records showing payment.

5. Those needing additional assistance with registration may call the customer service number at 1-877-323-8885.

6. **SCHEDULE** an appointment by calling the authorized fingerprint Service Center listed above, or you will be given the opportunity to schedule your appointment when registering.

7. All Applicants **MUST** sign the Waiver Agreement and Statement during the registration process.

8. Results of the screening and adjudication (evaluation) of criminal history records will be provided to the Diocesan Safe Environment Coordinator.

An applicant whose screening results DO NOT meet the Level II Minimum Standards of Moral Conduct will be notified of their denial by the pastor, principal or administrator of the organization to which he or she belongs, or applied to, for employment or to volunteer. An applicant who wishes to appeal the validity of information provided by the Florida Department of Law Enforcement or the FBI will be required to provide certified court documents clearly stating an acceptable disposition to the charge(s) in question to the DOV Human Resources Department.

All questions regarding an applicants denial should be addressed to the respective pastor/administrator of the organization who can, subsequently, provide the applicant with access to the diocesan appeal process as well. It is not necessary to appeal the validity of information in a FDLE/FBI report in order to appeal adjudication.

An applicant who has not been notified of successful completion of his or her background screening cannot be given the care, responsibility, or supervision of a child or youth nor be allowed unsupervised access to vulnerable adults.

If you have any questions, regarding this process, please contact the Diocesan Safe Environment Coordinator at 941-441-1104 or email your questions to: smith@dioceseofvenice.org.

Fingerprinting summary:

Diocesan personnel must register online by <https://fingerprint.fadv.com/fpWebApp/webpages/module/home/redirect.jsf> , pay, obtain a receipt which is generated online, new applicants schedule an appointment at the appropriate Service Center, and take the printed receipt along with a Photo ID to the Service Center for the actual fingerprinting process. The fingerprinting results will be provided to the identified diocesan entity within 24 to 48 hours via the Diocesan Safe Environment Coordinator.

Rescreening after 5 years of the “initial” electronic screening summary:

Diocesan personnel must register online by accessing <https://fingerprint.fadv.com/fpWebApp/webPages/module/home/redirect.jsf> . After entering your name and SS number it will then say “our records indicate your prints are on file and are eligible for reuse”. Proceed to payment and print the receipt showing payment for your records. You do NOT have to proceed to a Service Center to be fingerprinted. Fingerprint results will be provided to the identified diocesan entity within 24 to 48 hours via the Diocesan Safe Environment Coordinator.