



# FINGERPRINTING

For the safety of our parish community, all those 14 years of age & up who will be working around our children, vulnerable adults, disabled, or parish finances must be Diocesan fingerprinted and cleared, as well as complete the Safety Environment Training **before** serving!

(In addition, you must have taken the Safety Environment Training **before** serving as well – please contact Melissa Findley at [MelissaF@StMaryMagdalen.org](mailto:MelissaF@StMaryMagdalen.org) or 407.831.1212 x 268 for instructions)

FBI clearance allows you to participate without supervision.

FDLE clearance *only* allows you to participate under the supervision of someone who is FBI cleared. *Exceptions:*

- All coaches/assistant coaches must be FBI cleared
- All those who handle parish finances must be FBI cleared
- Anyone handling a parish database must be FBI cleared

Clearances are valid for **five** years

Those under 18, a parent or legal guardian must be present when fingerprinted.

## FINGERPRINTING INSTRUCTIONS

- If you are active or interested in serving with a St. Mary Magdalen Adult Center or Church ministry, scholarships are available for the fingerprinting process. Contact Melissa Findley at (407) 831-1212 x 268 or [MelissaF@StMaryMagdalen.org](mailto:MelissaF@StMaryMagdalen.org) for instructions to avoid payment. Also, contact Melissa to check on clearance expiration date or to ensure we have all required documentation on file.
- If you are only interested in or active with our St. Mary Magdalen School, Pre-School, or a School ministry, the fee is \$50.

Go to [https://www.priderockholdings.com/SafeSupport/instructions.php?comp\\_id=214](https://www.priderockholdings.com/SafeSupport/instructions.php?comp_id=214)

**Or**

Go to [www.orlandodiocese.org](http://www.orlandodiocese.org). Under “Ministries/Offices” or “Lead” a drop down menu will appear. Click on “Human Resources.” Under “Fingerprinting” click on “Click Here.” This will redirect you to a site to start the online application process. (*You will have an opportunity to choose the date/time that is most convenient for your schedule on the application*).

- There are three entities fingerprinting for the Diocese of Orlando at this time (the Diocese downtown office, Catholic Charities, and St. Mary Magdalen). You are welcome to schedule an appointment with any of the three. ***Make sure you bring your bar code (issued after you complete the online application) and U.S. Government issued photo I.D. used to fill out the application to your appointment.*** If your prints reject due to illegibility, you have **180 days** from the date of rejection to schedule another fingerprinting appointment without charge to anyone (Do not schedule online - Call site directly to reschedule)

# St. Mary Magdalen Hours

<b><u>MONDAY</u></b>	<b><u>TUESDAY</u></b>	<b><u>WEDNESDAY</u></b>	<b><u>THURSDAY</u></b>	<b><u>FRIDAY</u></b>	<b><u>SATURDAY</u></b>
	8:30 to 10:00 1:00 to 3:30 5:00 to 7:30	10:00 to 1:00 2:00 to 5:00	8:30 to 12:00 1:00 to 5:00	9:00 to 12:00	9:00 to 12:00