

Diocese of Orlando's Applicant Registration Guide

This guide will assist you in registering for the Diocese of Orlando's Level 2 Background Screening program. During the registration process, you will be able to locate a convenient service center, schedule an appointment, register your personal information, and generate a barcode receipt. Barcode is also needed to take the Safety Environment Training.

Please have a printer available to print the barcode receipt *or* a pen/paper to write down the barcode number, as well as the address and phone number of the service center you select. If you provide a valid e-mail during the registration process, the receipt and service center address and phone number will be delivered to your e-mail.

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Step One – Instructions

To access the registration site go to

https://www.priderockholdings.com/SafeSupport/instructions.php?comp_id=214

Or

Go to www.orlandodiocese.org

Under “Ministries/Offices” or “Lead” a drop down menu will appear. Click on “Human Resources”

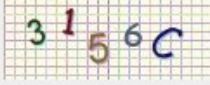
Under “Fingerprinting” click on “Click Here”

The process begins with an instruction page detailing the Diocese of Orlando’s requirements regarding who is to be fingerprinted and an overview of the registration process. Please review and check the box certifying that you understand the instructions. Then click “Next” to proceed.

1. INSTRUCTIONS	2. LOGIN	3. LOCATOR	4. DEMOGRAPHICS	5. CONFIRMATION	6. DISCLOSURE	7. RECEIPT
<h3 style="text-align: center;">Diocese of Orlando Safe Environment Program Fingerprint Submission Registration Site</h3> <p>This website is designed to allow church personnel a means to process fingerprint-based criminal history background screening checks in accordance with the Diocese of Orlando (DOO) Policy for the Protection of Children and Vulnerable Adults. This Level II screening process will be completed by an electronic fingerprint submission to the Florida Department of Law Enforcement Volunteer, Employee, Criminal History System (FDLE/VECHS) and the Federal Bureau of Investigation Non-Criminal Justice Computer System (FBI/CJIS). Using electronic processing, church personnel and applicants can schedule a fingerprint-taking session with a designated print-taker, submit a set of 10-print fingerprints to the FDLE/FBI, and have the results submitted to their respective parishes, schools, early childhood center, and/or other Diocesan organizations.</p> <p><u>Church Personnel shall mean all of the following:</u></p> <ul style="list-style-type: none">● Clergy: All priests and deacons who have faculties of the Diocese of Orlando.● Religious: All women and men religious who are regularly involved in ministry on behalf of an entity of the Diocese.● Employee: Any lay individual who is employed by or engaged in ministry who is given payment for services (any form of compensation, whether monetary or otherwise) 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, assisted living center, or other Diocesan organization that is controlled by or operated by the Bishop. "Personnel" as defined herein, has reference only to the applicability of this policy, and is not indicative of any agency or employment relationship between the Diocese and the party whose compliance with this policy is sought.● Covered 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, regularly engaged to perform services on behalf of the Diocese of Orlando or any of its entities.						

Step Two – Login

Choose your Job/Volunteer location and position type, then enter the confirmation code, and click “Submit” to proceed.

1. INSTRUCTIONS	2. LOGIN	3. LOCATOR	4. DEMOGRAPHICS	5. CONFIRMATION	6. DISCLOSURE	7. RECEIPT
<ol style="list-style-type: none">1 Select your Job/Volunteer Location2 Select your Applicant Type3 Enter the confirmation code found in the graphic4 Click Submit						
Select Job/Volunteer Location:		-Select One- <input type="button" value="v"/>				
Applicant Type:		-Select One- <input type="button" value="v"/>				
Confirmation Code:						
Enter Code: (Displayed Above)		<input type="text"/>				
		<input type="button" value="SUBMIT"/> <input type="button" value="CLEAR"/>				

Step Three – Locating a Service Center / Scheduling an Appointment

The SAFE System provides the ability for you to choose a convenient Safe Outsourced Fingerprinting Network (SOFN) center. You can search for a center by State or Zip Code. Instructions are provided informing you of the remaining steps in the process.

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<ol style="list-style-type: none">1 Choose either: (i) Zip Code Locator; or the (ii) State Locator to locate an authorized Center. The Zip Code Locator lists the closest Centers. The State Locator lists all Centers in a state.2 Select a Center and CLICK the “BUY NOW” button.3 DEMOGRAPHIC DATA ENTRY – Enter demographic data. Remember to enroll a government issued Photo ID.4 DISCLOSURE STATEMENT – All applicants must complete the Disclosure Statement. Applicants must sign the Disclosure Statement by entering initials and checking the certification box.5 PAYMENT INSTRUCTIONS – Select a Payment Option and complete forms.6 IMPORTANT – Print your Bar Code Receipt and bring it to the Center when you go to be fingerprinted. DO NOT pay the Center. Please contact PrideRock Holdings if the Center requests payment.7 IMPORTANT – Bring one (1) form of government issued Photo ID (driver’s license) with you to the Center (without identification you WILL NOT be fingerprinted).8 REQUIRED – Call the Center to confirm a time for fingerprinting.						
STATE LOCATOR			ZIP CODE LOCATOR			
--Click to Choose-- <input type="button" value="v"/>			<input type="text"/>			
(Select your state)			(Enter Zip Code)			
<input type="button" value="SEARCH >"/>			<input type="button" value="SEARCH >"/>			

After searching by state or zip code, a list of service centers will display.

SERVICE CENTER SEARCH RESULTS		
Service Center	Schedule Map	Distance (from Search Zip Code)
ST. MARY MAGDALEN 861 MAITLAND AVENUE ALTAMONTE SPRINGS, FL 32701 407.831.1212	<input type="button" value="BUY NOW >"/> <input type="button" value="MAP NOW >"/>	0.0
THE CHANCERY 50 E. ROBINSON STREET ORLANDO, FL 32801 407-246-4800	<input type="button" value="BUY NOW >"/> <input type="button" value="MAP NOW >"/>	8.6
CATHOLIC CHARITIES 1819 N. SEMORAN BLVD ORLANDO, FL 32807 407-658-1818	<input type="button" value="BUY NOW >"/> <input type="button" value="MAP NOW >"/>	9.0

The “Map Now” option allows you to enter your address and obtain driving directions to the center.

The “Buy Now” function allows you to continue the registration process.

Appointments

The service centers listed above require you to schedule an appointment. Click on the date and

<< **January 2010** >>

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Available Dates

Available Appointment(s): _____
Click on an Available Date on the Calendar and select a time slot from the drop down. Click "Submit" to confirm.

Then the box below will appear to choose the time.

Available Appointment(s): _____
Click on an Available Date on the Calendar and select a time slot from the drop down. Click "Submit" to confirm.

Select

Step Four – Demographics

Then answer the questions below and click “Next”

1. INSTRUCTIONS 2. LOGIN 3. LOCATOR 4. DEMOGRAPHICS 5. CONFIRMATION 6. DISCLOSURE 7. RECEIPT
About You: Please confirm that you have the following REQUIRED registration elements. If you cannot confirm all elements, please obtain them before proceeding with your registration. <input type="checkbox"/> I have an UNEXPIRED government issued photo ID <input type="checkbox"/> I have an active telephone or cell phone number
NEXT >

The next step in the process is for you to enter your personal information. Requiring you to enter personal information here affords you some privacy that would not exist if you were required to provide this information in the SOFN center. In this way, you are only required to provide the Government Issued ID and the barcode receipt (Step Seven) at the center.

Notice that required fields are red. As you enter the required information, the red font turns black. The fields also include a popup help box to assist you with entering the information. The height and weight fields require (3) digits; therefore, 5’7” is entered as 507 and weight less than 100 require a “0” as the first digit (97 lbs. = 097).

If you do not have an e-mail address, the “No Email Address” button can be chosen or you can type in fp@stmarymagdalen.org.

NAME				
FIRST	MIDDLE	LAST	SUFFIX	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
HOME ADDRESS				
STREET NUMBER	DIRECTION	STREET NAME	APARTMENT	
<input type="text"/>	--Click to Choose--	<input type="text"/>	<input type="text"/>	
CITY	STATE	ZIP CODE	TELEPHONE	
<input type="text"/>	--Click to Choose--	<input type="text"/> - <input type="text"/>	<input type="text"/>	
FEATURES				
SEX	RACE	HEIGHT		
--Click to Choose--	--Click to Choose--	FT: <input type="text"/>	IN: <input type="text"/>	
EYES	HAIR	WEIGHT		
--Click to Choose--	--Click to Choose--	<input type="text"/>		
IDENTIFICATION NUMBERS		DATE OF BIRTH		
FBI	SOCIAL SECURITY	MONTH	DAY	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	CONFIRM SOCIAL SECURITY			
	<input type="text"/>			
ORIGIN/CITIZENSHIP				
PLACE OF BIRTH	CITIZENSHIP			
--Click To Choose--	--Click to Choose--			
ADMINISTRATIVE NUMBERS				
COST CENTER	EMAIL ADDRESS	NO EMAIL ADDRESS		
<input type="text"/>	<input type="text"/>	<input type="button" value="NO EMAIL ADDRESS"/>		
	CONFIRM EMAIL ADDRESS			
	<input type="text"/>			
ID NUMBERS				
The government issued photo ID specified MUST be presented for fingerprinting. The name on the identification must match the name listed above. NOTE: Do NOT include punctuation or hyphens				
TYPE OF IDENTIFICATION	PLACE OF ISSUE (STATE OR OTHER)	NUMBER		
--Click to Choose--	--Click to Choose--	<input type="text"/>		
NEXT >				

Step Five – Confirmation

After entering the demographics, you are provided a snapshot view of what was entered. If the information is incorrect, the edit button returns you to the previous page to correct the information. If it is correct, check the box (By checking this box, I acknowledge and certify that all data listed above is correct to my knowledge.) and click “Next” to proceed.

Step Six – Disclosure

Step six requires you to read the disclosure form. The form outlines the requirements regarding sealed or expunged records; level 2 fingerprint based background checks; and provides authorization to the Diocese of Orlando to conduct the investigation.

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<u>DISQUALIFYING CRIMINAL OFFENSES</u>						
Florida Statute 1012.32 states that "persons subject to this subsection found through fingerprint processing to have been convicted of a crime involving moral turpitude shall not be employed, engaged to provide services or serve in any position requiring direct contact with students."						
For purposes of complying with this law, the applicant shall be deemed to have been found guilty of a crime of moral turpitude if the applicant was found guilty following a trial, entered a guilty plea, entered a no contest or no contender plea or entered a pre-trial diversion program regardless of whether there was an adjudication of guilt or a withholding of adjudication. Crimes of moral turpitude include but are not limited to the following:						
<ul style="list-style-type: none">• Felony crimes of violence• Any sale of controlled substances• Sexual-related crimes• Lewd and lascivious crimes• Indecent exposure• Child abuse crimes• Any outstanding arrest warrants						
This above list is intended only to provide examples and is not all-inclusive. Other offenses may also be considered to involve moral turpitude and are listed below. Offenses from either of these lists will result in the denial of Security Credential.						
To be eligible to receive a Security Credential, the answer to all of the questions below must be "no" . Your signature at the bottom of this page verifies this to be true.						

There are a few questions that require responses. Select the appropriate response to the question and provide additional information (as needed) in the space provided.

Affirmation

- In order to obtain a Security Credential, an applicant's fingerprints are submitted electronically to the Federal Bureau of Investigation (FBI) and Florida Department of Law Enforcement (FDLE) for national and state criminal records checks.
- Sealed or expunged records must be revealed to Diocese of Orlando pursuant to F.S. 943.058 and 943.059.
- Your security clearance with Diocese of Orlando is pending successful process and review of your fingerprint initiated criminal record checks.

By my signature, I certify that I have carefully read and fully understand the information contained in this document.

By my signature, I further certify that there is no falsification of any information, omission of any information requested or any misrepresentation of information requested. I also understand that my fingerprints will be submitted to the Federal Bureau of Investigation and Florida Department of Law Enforcement for a complete criminal history background check.

By my signature, I authorize the Diocese of Orlando to conduct an appropriate investigation necessary to verify all information identified on this form.

By my signature, I authorize the release of any sealed or expunged records in my name by any court or agency. Included in this grant of authority is my permission for the Diocese of Orlando to contact any former employers and/or other persons acquainted with me or in possession of information concerning me, and for these individuals to supply such information to the Diocese of Orlando.

I, **LOIS LOCEY** will have the potential for direct access to children, youth, and/or vulnerable adults, I will be permitted access to Diocese of Orlando facilities when children, youth, and/or vulnerable adults have the potential to be present, will provide "care" to children, youth, and/or vulnerable adults, care means the provision of care, treatment, education, training, instruction, supervision, or recreation to children, the elderly, or individuals with disabilities and in accordance with Florida Statute 1002.421, under penalty of perjury, I affirm that I will inform my employer and the Diocese of Orlando within 48 hours if arrested, charged or convicted of any disqualifying offense listed in Section 943.0542 and 435.04, Florida Statutes, while I am under the contract with the Diocese of Orlando or employed by a person or entity under the contract with the Diocese of Orlando.

Has a national criminal history background check on you been previously requested? Yes

Name of previous qualified entity:

Address of previous qualified entity:

Year of Request:

Have you been convicted of a crime? No

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space space below:

Do you authorize Diocese of Orlando to release your criminal history records, if any, to other qualified entities? Yes

By checking this box, and putting my initials in the box: , I provide an electronic signature and binding authorization to all of the above statements.

Note that you are required to review the disclosure, enter your initials and check the box before clicking "Next" to proceed. The initials entered here must match the name entered on the demographics page or you cannot continue the registration process.

Step Seven – Payment Module

If you are active or interested in serving in one of St. Mary Magdalen's Adult Center or Church ministries, please contact Melissa Findley at (407) 831-1212 x 268 or MelissaF@StMaryMagdalen.org for payment instructions. Scholarships are available.

If you are a St. Mary Magdalen School or Early Learning Center disciple (volunteer) or affiliate, please contact Karlene Rogers at (407) 339-7301 x 243 or krogers@smmschool.org for payment instructions.

For those who do not fall in the above categories, please contact your respective entity for payment instructions.

Step Eight – Barcode Receipt

Once you have completed the payment page, a barcode receipt is generated. This receipt is needed by the SOFN center when capturing the fingerprints. You can either write down the barcode number or print the receipt.

If you provided an e-mail address on the demographics page, this receipt is also e-mailed.