DIOCESE
OF ST. PETERSBURG

ELECTRONIC FINGERPRINT/BACKGROUND SCREENING PROCESS

The Diocese of St. Petersburg has implemented a state of the art electronic fingerprint/background system which will better serve the needs of our diocesan community by allowing the school/parish to directly receive screening results via a secure site.

To facilitate this process, On-Line Registration and a scheduled appointment will be required. (we are unable to accommodate walk-ins without appointments).

Following is an outline of the new process:

1) Registration must be made on-line at: http://diocese.sofn.net.
2) Step by step instructions are provided - enter information under all "red" fields. It is important to select the correct parish/school where you volunteer or are employed.
3) You will be prompted to schedule an appointment at one of the fingerprinting centers – you will receive an e-mail confirmation.
4) Upon completion of all required "red" fields, you will be provided with a "bar code" - you must have this code number with you at the time of your appointment along with the Government issued Identification card you entered under "Type of Identification".
5) Please make every effort to attend your appointment - contact your appointment center if you need to reschedule.
6) Results will be forwarded to the designated secure site you indicated on your registration and to the Fingerprinting Department at the Diocese of St. Petersburg.
7) The billing of $50 will be made directly to your school or parish. No payment will ever be accepted at the fingerprint site.

IF YOU ARE UNABLE TO REGISTER ON-LINE, YOU CAN CONTACT THE FOLLOWING PRIDEROCK CUSTOMER ASSISTANCE NUMBER TO REGISTER: 877-323-8885.

If you have any questions or concerns, please contact Margaret Loflin, Fingerprinting Department, Diocese of St. Petersburg, 727-344-1611 ext 339 or e-mail: mrl@dosp.org.

6363 9th Ave. No, St. Petersburg, FL 33710 * Ph: (727)344-1611

Level II Fingerprinting
Holy Family Catholic School

Name(s): _____

Date of Fingerprinting: _____

Where: _____

Cost is $50.00 per person.
Please make checks payable to: Holy Family Catholic School

We also take Visa or MasterCard, please come into the school between the hours of 8:00-4:00pm Monday-Friday.

Please submit this form with payment to the school office before your appointment.

9/2007

For Office Use only:

Amount: _____ **Check Number:** _____ **Date:** _____ **Cleared:** _____