

Live Scan Process

The process to initiate or renew fingerprinting is as follows:

1. The Live Scan Instruction forms are available in the school office, on the school website under Parents/Forms, or can be emailed upon request.
2. Follow the steps given on the form to set up an appointment location and specific code information to be used.
 - Once fingerprints (Live Scan) are completed at the appointment location, the results will be electronically transmitted to the Safe Environment Office of the Diocese of St. Augustine.
 - *Complete and return the Criminal Background Check Form to the school office.
(The school office will make a copy Criminal Background Check form and mail the original form to the Diocese Safe Environment Office.)
*This step is essential in identifying the individual's reporting location (specific church, school, or other).
3. The Safe Environment Office will receive the background clearance results and forms, matched them together, and notify the location (the school) of clearance is approved or not.
4. The school or parish receives the form approved by the diocese and contacts the individual of the results.
5. In **five** years, the process is repeated.