

Instructions for Criminal Background Check/Volunteering

Thank you so much for considering helping our parish by being a volunteer. It is only through the continued generosity of our parishioners' time and talent that so many of our programs can continue to provide for our parish community.

Please follow the instructions below, and do not hesitate to contact me with any questions.

Blessings,

Liz McGillin
Youth Minister and Safe Environment Coordinator
lmcgillin@sjdrparish.org

1. Complete the Criminal Background and Safe Environment forms. These forms will need to be returned to the parish office.
2. Go online to register for fingerprinting:
 - a. Log on to www.fieldprintflorida.com
 - b. Click on 'Schedule an Appointment'
 - c. Follow instructions for 'New User Sign Up' – Click on 'Sign Up'
 - d. Select 'I Know My Fieldprint Code'
 - e. Click 'Continue'
 - f. In the Fieldprint Code box enter the appropriate code for Volunteer '**FPStAugustineVol**'
 - g. Click 'Continue'

*** PLEASE BE SURE TO USE THE SAME NAME AND FORMAT WHEN SCHEDULING YOUR FINGERPRINTS AS IS SHOWN ON YOUR CRIMINAL BACKGROUND CHECK FORM***
3. You will need to prepay for the fingerprinting, but the parish will reimburse you for this expense. Please remember to print out your receipt and return it with your paperwork to the office.
4. Turn in the following completed paperwork to the parish office, Attn: Liz McGillin:
 - a. Criminal Background Check Form
 - b. SJDR Safe Environment Form
 - c. Receipt for Fingerprints

All volunteers must attend a Protecting God's Children class before becoming a volunteer. You only have to attend this class once. If you have already done so, please confirm that a copy of your certificate is on file with our parish. If you have not taken the class, please follow the instructions below:

1. Go online to www.virtus.org
2. Tab to Registration – located on the left side of the screen in yellow
3. Click 'Begin the registration process'
4. Select 'St. Augustine [Diocese]' from the drop down list as your Organization
5. Follow the prompts to create a user ID and password, answer the series of questions, and then select the class session you wish to attend
6. After completing the class – please turn in a COPY of your certificate to the office.