

## **ELECTRONIC FINGERPRINTING PROCEDURES**

The Diocese of Venice has enlisted Advantage Biometric Group (ABG) (formerly PrideRock Holding Company, Inc.) as our provider of fingerprinting (criminal background screening) & data management services. ABG provides similar services to the Dioceses of St. Petersburg and West Palm Beach. This fingerprint process is totally electronic and our past procedures are terminated. Effective immediately no blue, green cards or re-screening forms will be accepted.

These electronic fingerprinting procedures will not apply to teachers seeking initial state certification; the State of Florida requires the use of the Educator Certification fingerprint card. This requires them to be fingerprinted at their local police/sheriff department.

ABG has provided us with a designated web-based application & registration system which allows Diocesan personnel, contractor/vendors and volunteers a means to process fingerprint-based criminal history background screenings in accordance with the Diocese of Venice (DOV) Policy and Procedural Guidelines relating to the Protection of Children and Vulnerable Adults. The fingerprints are submitted electronically to the Florida Department of Law Enforcement and the Federal Bureau of Investigation with the results available to the Diocesan Safe Environment Coordinator within 24 to 48 hours. The results will be then provided to the parish, school or other diocesan entity.

### **Diocesan Personnel involved in this process:**

- **Clergy**: All priests and deacons who have an assignment or faculties of the Diocese of Venice.
- **Religious**: All sisters and brothers who are regularly involved in ministry on behalf of an entity of the Diocese
- **Seminarian**: All individuals attending seminary or entering the process to become seminarians with the purpose of ordination to the priesthood.
- **Employee**: Any lay individual who is employed by and given payment (any form of compensation, whether monetary or otherwise) for services 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, group home, or other Diocesan organization.

- **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 engaged to perform services on behalf of the Diocese of Venice or any of its entities.

**The actual fingerprinting is done at designated retail locations throughout the Diocese for convenient access. They are:**

**The Shipping Station – Naples, FL**

4755 Tamiami Trail

Naples, FL 34103

(239) 261-6719

Please call for appointment

Hours for fingerprinting: Monday-Friday 9:00 A.M. to 5:30 P.M.

Saturday 9:00 A.M. to 1:00 P.M

**The UPS Store – Naples, FL**

4915 Rattlesnake Hammock Rd.

Naples, FL 34113

(239) 354-3500

Hours for fingerprinting: By appointment only

**Pac n Send – Ft Myers, FL**

8595 College Pkwy Ft Myers, FL 33919

(239) 433-0747

Hours for fingerprinting: Monday-Friday 9:00 P.M. to 5:00 P.M.

Saturday 10:00 A.M. to 2:00 P.M

**The UPS Store**

1435 E. Venice Ave. #104

Venice, FL 34292

(941) 484-1933

Hours for fingerprinting: Monday-Friday 7:30 A.M. to 1:30 P.M.

Saturday 7:30 A.M. to 1:00 P.M.

**Sarasota Package Ship & Mail**

935 N. Beneva Road, Suite 609

Sarasota, FL 34232-1338

(941) 955-0098

Hours for fingerprinting: Tuesday-Friday 9:00 A.M. to 4:00 P.M.

**Northern Deanery:**

**Our Lady Queen of Martyrs Parish**

6600 Pennsylvania Avenue

Sarasota, FL 34243

(941) 755-1826

Fingerprinting is conducted each Thursday by appointment, please call parish office.

Times: 8:00 A.M. to 1:00 P.M.

**Central Deanery:**

**St. Charles Borromeo Parish (Service Center)**

2500 Easy Street

Port Charlotte, FL 33952

(941) 625-4754

Fingerprinting is conducted each Tuesday and Wednesday by appointment, please call parish office.

Times: Tuesdays at 10:30 A.M. to 12:00 noon

          Thursdays at 2:00 P.M. to 3:30 P.M.

**Eastern Deanery:**

**St. Catherine Parish (Service Center)**

827 Hickory Street

Sebring, FL 33870

(863) 385-0049

Fingerprinting is conducted each Wednesday by appointment, please call parish office.

Times: 1:00 P.M. to 3:00 P.M.

          6:00 P.M. to 8:00 P.M.

**EVERYONE MUST CALL THE SERVICE CENTER TO SCHEDULE AN APPOINTMENT FOR FINGERPRINTING.**

Before visiting a processing center, applicants must complete registration form online using photo identification, such as a driver's license, at [www.dov.sofn.net](http://www.dov.sofn.net). After registration is complete, a receipt with a bar code will be issued, and this receipt must be presented at the screening location in order to continue the process. Individuals who do not have access to a computer or require assistance in registering should contact their local parish, school or diocesan entity for the designated fingerprint coordinator.

**How to register:**

1. **REGISTER** online by accessing [www.dov.sofn.net](http://www.dov.sofn.net)
2. **ENROLL** personal data required to submit fingerprints. Everyone must register using government-issued photo identification (i.e. driver's license, military ID card, etc.) The Federal Bureau of Investigation also requires a social security number.
3. **PAY:** \$60.25 for everyone except for volunteers which are \$51.25. Re-screening after five (5) years of the "initial" electronic screening will be a fee plus the FDLE/FBI charges (fees are subject to change).
  - You must pay in advance.
  - Selecting that you will pay by check or money order allows you to continue the process, but your fingerprints will not be submitted until payment is processed and cleared through the vendor. The address of ABG is identified on the registration website.
4. **OBTAIN RECEIPT** generated online. Print the Bar Code Receipt and bring it to the Service Center along with the specific Photo ID you used to register.
5. Those needing additional assistance with registration may call the customer service number at 1-877-323-8885.
6. **SCHEDULE** an appointment by calling the authorized fingerprint Service Center listed above.
7. All Applicants **MUST** sign the Waiver Agreement and Statement using the Electronic Signature Pad after completing the fingerprint submission.
8. Results of the screening and adjudication (evaluation) of criminal history records will be provided to the Diocesan Safe Environment Coordinator.

**An applicant whose screening results DO NOT** meet the Level II Minimum Standards of Moral Conduct will be notified of their denial by the pastor, principal or administrator of the organization to which he or she belongs, or applied to, for employment or to volunteer. An applicant who wishes to appeal the validity of information provided by the Florida Department of Law Enforcement or the FBI will be required to provide certified court documents clearly stating an acceptable disposition to the charge(s) in question to the DOV Human Resources Department.

All questions regarding an applicant's denial should be addressed to the respective pastor/administrator of the organization who can, subsequently, provide the applicant with access to the diocesan appeal process as well. It is not necessary to appeal the validity of information in a FDLE/FBI report in order to appeal adjudication.

An applicant who has not been notified of successful completion of his or her background screening cannot be given the care, responsibility, or supervision of a child or youth nor be allowed unsupervised access to vulnerable adults.

If you have any questions, regarding this process, please contact the Diocesan Safe Environment Coordinator at 941-441-1104 or email your questions to: [smith@dioceseofvenice.org](mailto:smith@dioceseofvenice.org).

**Fingerprinting summary:**

Diocesan personnel must register online by accessing [www.dov.sofn.net](http://www.dov.sofn.net) , pay, obtain a Bar Code receipt which is generated online, schedule an appointment at the appropriate Service Center, and take the printed Bar Code receipt along with a Photo ID to the Service Center for the actual fingerprinting process. All Diocesan personnel MUST sign the Wavier Agreement and Statement using the Electronic Signature Pad at the Service Center after completing the fingerprint submission. The fingerprinting results will be provided to the identified diocesan entity within 24 to 48 hours via the Diocesan Safe Environment Coordinator.