

Diocesan Fingerprint/Safe Environment Training Instructions

(For ages 15 & up—Clearances are only valid for 5 years)

Go to <https://www.orlandodiocese.org/safe-environment/english/> or go to www.orlandodiocese.org and click on “Safe Environment” on the upper right of your screen and follow the instructions

STEP 1: SAFE ENVIRONMENT TRAINING

- Required every 5 years (upon renewal of Diocesan Fingerprinting Clearance)
- The Diocese requests that you complete the Safe Environment Training first before accessing the online fingerprinting application. A unique email address is required to register. If you don't have an email address, obtain one from a free service such as Google or Yahoo. When you access the site, fill in all appropriate fields and click “Register”. Then you will be asked to login (with your new username/password) to the left hand side of your screen.
- Please forward a copy of your certificate to: Youth@SaintAugustineCC.org
 - Please do NOT email the link of your certificate (it will NOT work). You can also PRINT to certificate and bring it in to the office.

STEP 2: ONLINE FINGERPRINTING APPLICATION

- The link to access the online fingerprinting application is noted at the top of the page.
- Code needed for online fingerprinting application: On the online application, you will be asked “reason why you need to be fingerprinted.” Click on “I know my FieldPrint Code”. (Do NOT use the drop-down menu).
- Enter FieldPrint Code: FPStAugustineChVol
- Two forms of ID are required to complete the online application & present to fingerprinting location
 - Full list of acceptable identifications are posted on the registration site
- Confirmation Appointment page with registration number must be presented to fingerprinting site.
- *Under 18:* A parent or legal guardian must be present when fingerprinting
- *Appointment Scheduling:* On the online application, locations/available dates and times are posted. You choose the location/date/time convenient for your schedule. After selecting location, scroll down the page to view dates/times.

IMPORTANT!

- **Late Candidates:** If you are more than 3 hours late for the appointment, the system will lock you out. You will need to call FieldPrint to have your application unlocked. A \$12.50 fee will be charged.
- **Change/Cancel Appointments:** Once an appointment has been made, you may not change or cancel less than 24 hours before the appointment time without incurring a \$12.50 FieldPrint charge.
- **To Avoid Extra Fee:** When you register, you create a username/password in case you need to log back in to either reschedule or make any changes more than 24 hours before appointment.
- **30 Days:** You have 30 days in which to print, otherwise you will need to fill out a new application.
- **Prints Reject due to Illegibility:** Contact customer service immediately to reschedule another fingerprinting appointment without having to restart the process. (Do NOT reschedule online).
 - Customer Service: 877-614-4364 or via email CustomerService@FieldPrint.com

PAYMENT—There is a \$44 volunteer fee. If you can pay this it will be very much appreciated.

Clearance Notification: Your fingerprinting clearance will be sent via e-mail the Diocese of Orlando. If you don't receive notification of your clearance within 3 weeks, contact your prospective entity to follow-up.

Please Note: If a Safe Environment completion record is not on file, your fingerprinting clearance will NOT process!