

# Instructions for Online Fingerprinting Registration and Scheduling: Volunteer

Volunteer registration is a two-step process which includes completing Diocesan provided **Safe Environment training** and **registration of fingerprints**. To complete the registration process, you will link to the Diocese of Orlando Fingerprinting and safe environment training page at the link below:

<https://www.orlandodiocese.org/safe-environment/english>

However, in addition to your personal information, you will be asked to provide the following parish specific information:

SchoolVolunteer Fieldprint Code: FPSMargMSchoolVol

Name of Previously Qualified Entity: St. Margaret Mary Catholic School

Address of Previously Qualified Entity: Swoope Ave

Year of Request: Year if known, otherwise enter 2010

You may use the following online screen shots to follow along the registration process.

When registering for finger prints you will be asked for an e-mail address on the first page of registration.

Enter an e-mail address and click the Sign Up button.

The screenshot shows the Fieldprint website interface. At the top left is the Fieldprint logo. At the top right are language options for English and Español. Below the logo is a navigation bar with a link for 'Need More Help? Frequently Asked Questions'. A disclaimer states: 'This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.' The main content area is divided into two columns. The left column is titled 'New Users | Sign Up' and contains instructions for new users, an 'Email address:' label, a text input field, and a 'Sign Up' button. The right column is titled 'Existing Users | Sign In' and contains instructions for existing users, a list of actions (Check appointment status, Re-schedule appointment, View and print receipt), 'Email address:' and 'Password:' labels, corresponding text input fields, a 'Sign In' button, and a 'Forgot Password?' link. At the bottom of the page, there is a copyright notice for 2009-2016, links for 'Terms & Conditions', 'Fieldprint Privacy Policy', and a link for 'Don't see any buttons?'.

On the next page, add a password (following the password rules), retype the password, add a Security Question and Answer, type your contact e-mail address, then click the Sign Up and Continue button.

The screenshot shows the 'Sign Up' page of the Fieldprint application. At the top left is the Fieldprint logo. The top navigation bar includes 'Welcome,' and 'Logout' on the left, and 'English' and 'Español' on the right. A 'Need More Help? Frequently Asked Questions' link is located in the top right. The main heading is 'Sign Up'. Below the heading are two informational icons: a lock icon with the text 'We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)' and a document icon with the text 'Your information is saved as you complete each step. You can log in and continue at any time.' The registration instructions state: 'To register with Fieldprint®, please enter the password you would like to use below, along with a security question and answer. All of the following fields are required.' The 'Password Rules' section lists: 'Must be 8 to 16 characters long', 'Must contain at least one capital letter, one lowercase letter, one number and one special character (!@#%\*)', 'May not contain the phrase "password"', 'May not be the same as your username', and 'Is case sensitive'. The form fields include: 'Password you would like to use' (text input), 'Re-type Password' (text input with a question mark icon), 'Security Question' (text input with a question mark icon), 'Answer to your Security Question' (text input with a question mark icon), and 'Contact Email Address' (text input with a question mark icon). A purple 'Sign Up and Continue' button is at the bottom of the form. The footer contains copyright information: '© Copyright 2009-2016. Fieldprint, Inc.' and links for 'Terms & Conditions', 'Fieldprint Privacy Policy', and 'Don't see any buttons?'.

On the next screen, click on the "I know my Fieldprint Code" statement.

The screenshot shows the 'Reason' page of the Fieldprint application. The layout is consistent with the previous page, including the logo, navigation bar, and help links. The main heading is 'Reason'. Below the heading are the same two informational icons. The main content area is titled 'Reason why you need to be fingerprinted' and contains the following elements: a link 'I know my Fieldprint Code', a link 'See More Detailed Descriptions of Reasons', a dropdown menu with the text 'Select.....' and a question mark icon, and a purple 'Continue' button. Below the dropdown menu, there is a note: 'If the reason you must be fingerprinted is not listed here or if you do not know the reason, please contact your employer.' The footer contains the same copyright information and links as the previous page.


Enter Fieldprint Code:

School Volunteer Fieldprint Code: FPSMargMSchoolVol

School Employee Fieldprint Code: FPSMargMSchoolEmp

The screenshot shows the Fieldprint website interface. At the top left is the Fieldprint logo. A dark navigation bar contains 'Welcome,' and a 'Logout' link. On the right of the navigation bar are language options: 'English' and 'Español'. Below the navigation bar is a grey box with the text 'Need More Help?' and a link to 'Frequently Asked Questions'. The main content area is titled 'Reason' and features two informational icons: a padlock icon with the text 'We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)' and a save icon with the text 'Your information is saved as you complete each step. You can log in and continue at any time.' Below this is a form titled 'Fieldprint Code' with a text input field containing 'FPSMargMaryParChVol'. To the right of the input field is a close button 'x' and a help icon '?'. Below the input field are two buttons: 'Continue' and 'Back'. A note below the buttons reads: 'Please note: Your organization must set-up an account before you can be fingerprinted through this system. If they have not done so, and given you their Fieldprint code, please contact your organization. Thank you.' At the bottom of the page, there is a copyright notice: '© Copyright 2009-2016. Fieldprint, Inc.' followed by links for 'Terms & Conditions', 'Fieldprint Privacy Policy', and 'Don't see any buttons?'.



Complete the information requested on the Personal Information page and click the Save and Continue button.


 Welcome, [Logout](#) [English](#) [Español](#)

1 2 3 4  
Data Collection Authorization Time and Location Confirmation

**Need More Help?**  
[Frequently Asked Questions](#)

### Personal Information


 We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)  Your information is saved as you complete each step. You can log in and continue at any time.

Please enter your personal information below. 


**NOTE:** The information entered on this screen must belong to the person being fingerprinted. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly. Your appointment will not be completed if you cannot provide two forms of matching IDs.


#### Acceptable Forms of ID


First Name:  Middle Name:  Last Name:  Suffix:


Please enter any other names or aliases you have used. If you have used more than one alias, please click the "Add another name" button below to enter other aliases. 


First Name:  Middle Name:  Last Name:  Suffix:


[+ Add another name](#) 


Social Security Number:  


Address 1:  


Address 2:  

City:  

State:  

Zip Code:  

Date of Birth: Month  / Day  / Year  

Phone:  

Complete the information requested on the Demographics page, then click the Save and Continue button:

**fieldprint** Welcome, [Logout](#) [English](#) [Español](#)

1 Data Collection 2 Authorization 3 Time and Location 4 Confirmation

**Demographics** We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

Please complete the following questions. This information is used to positively identify you when performing a fingerprint-based background check.  
NOTE: Fieldprint is required to provide demographic values established by the FBI and/or state and federal agencies.

Citizenship:  
 ?

Place of Birth:  
 ?

City of Birth:  
 ?

Gender:  
 ?

Your Height:  
 ft.  in. ?

Your Weight:  
 ?

Eye Color:  
 ?

Hair Color:  
 ?

Race:  
 ?

[Save and Continue](#) [Back](#)

Complete the Additional Information page, indicating the ministry for which you are volunteering:

**fieldprint** Welcome, [Logout](#) [English](#) [Español](#)

1 Data Collection 2 Authorization 3 Time and Location 4 Confirmation

**Additional Information** We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

The employer or organization that sent you to this website or the processing agency requests the following additional information.

Activity:  
 ?

- Bereavement Ministry
- Coach
- Collection Counters
- Counselors
- Database
- Elder or Child Care
- Eucharistic Minister
- Field Trip
- Liturgy-Lectors
- Minister to the Sick
- Missions
- Music
- Other
- Religious Education
- Sacristan
- Scout Leader
- Thrift or Article Store
- Ushers
- Youth Minister

[Fieldprint, Inc. Terms & Conditions](#) [Fieldprint Privacy Policy](#)

Complete the Release page. At the bottom of the page you will be asked for the following information:

Name of Previously Qualified Entity: St. Margaret Mary Church

Address of Previously Qualified Entity: Park Ave

Year of Request: Year if known, otherwise enter 2010

When complete, press the Save and Continue button.

**fieldprint** Welcome, kevin@stmargaretmary.org! Logout English Español

1 Data Collection 2 Authorization 3 Time and Location 4 Confirmation

**Release** We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

**DISQUALIFYING CRIMINAL OFFENSES**

Florida Statute 1012.32 states that "persons subject to this subsection found through fingerprint processing to have been convicted of a crime involving moral turpitude shall not be employed, engaged to provide services or serve in any position requiring direct contact with students."

For purposes of complying with this law, the applicant shall be deemed to have been found guilty of a crime of moral turpitude if the applicant was found guilty following a trial, entered a guilty plea, entered a no contest or no contender plea, or entered a pre-trial diversion program regardless of whether there was an adjudication of guilt or a withholding of adjudication. Crimes of moral turpitude include but are not limited to the following:

- Felony crimes of violence
- Any sale of controlled substances
- Sexual-related crimes
- Lewd and lascivious crimes
- Indecent exposure
- Child abuse crimes
- Any outstanding arrest warrants

This above list is intended only to provide examples and is not all-inclusive. Other offenses may also be considered to involve moral turpitude and are listed below. Offenses from either of these lists will result in the denial of Security Credential.

To be eligible to receive a Security Credential, the answer to all these questions below must be "no". Your signature at the bottom of this page verifies this to be true.

1. Are you now or have been classified as a Sexual Predator or Offender in any state?  Yes  No

2. Are you now or have been classified as a Career Criminal in any state?  Yes  No

3. Have you ever been convicted of the following?  Yes  No

- Adult abuse, neglect or exploitation of aged persons or disabled adults?
- Murder?
- Manslaughter, aggravated manslaughter of an elderly person, disabled adult, or child?
- Vehicular homicide?
- Killing an unborn child by injury to the mother?
- Assault of a minor?
- Aggravated assault?
- Battery of a minor?
- Aggravated battery?
- Battery on a detention or commitment facility staff member?
- Kidnapping?
- False imprisonment?
- Taking, enticing, or removing a child beyond state limits with criminal intent pending custody proceedings?
- Carrying a child beyond state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person?
- Exhibiting a firearm or weapon within 1,000 feet of a school?
- Possessing an electric weapon or device, destructive device, or other weapon on school board property?
- Sexual battery?
- Prohibited acts of persons in familial or custodial authority?
- Prostitution?
- Lewd and lascivious behavior?
- Lewd and indecent exposure?

Complete the VECHS Waiver page:

**VECHS Waiver**

Florida Department of Law Enforcement  
Criminal Justice Information Services Division/User Services Bureau

**VECHS WAIVER AGREEMENT AND STATEMENT**  
Volunteer & Employee Criminal History System (VECHS)  
for Criminal History Record Checks  
under the National Child Protection Act of 1993, as amended,  
and Section 943.0542, Florida Statutes

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

\* Denotes Required Fields

I hereby authorize Diocese of Orlando to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 26 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whoever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me has previously been requested by: ?

Name and Address of Previous Qualified Entity:

Year of Request:  ?

\* Have you been convicted of a crime?  Yes  No ?

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below: ?

On the Schedule Your Visit page, your home address populates the Find a Location field, however, you can change it to another address which may be more convenient, like a work or school address.

**Schedule Your Visit**

**Find a Location** [Use your home address](#)

Please enter your home, work, or other convenient address below and click the Find button. ?

[Alternate scheduling flow](#)

Select a location with the available times convenient for your schedule:

**TIElaprint** Welcome, [Logout](#) [English](#) [Español](#)

1 2 3 4  
Data collection Authorization **Time and Location** Confirmation

**Need More Help?**  
[Frequently Asked Questions](#)

**Schedule Your Visit** We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

**Find a Location** [Use your home address](#)

Please enter your home, work, or other convenient address below and click the Find button.

[Find](#)

[Back](#)

**Locations**

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

The following locations host Fieldprint Stations. Please click the Schedule Appointment button related to the desired location to begin scheduling your appointment or click Find to search for locations near a different address.

Location Name	Distance	Hours of Operation	Notes
<b>1. Fieldprint Site - The UPS Store #5825</b> 127 West Fairbanks Avenue (Near Rollins College) Winter Park, FL 32789	0.5 mi	M T U W T H F 10:00 AM - 06:00 PM SA 11:00 AM - 02:30 PM <a href="#">Schedule Appointment</a>	Livescan, Photo, I9 No Additional Fees Expedited Processing
<b>2. Fieldprint Site - The UPS Store #3999</b> 424 East Central Boulevard (Across from Lake Eola) Orlando, FL 32804	4.3 mi	M T U W T H F 09:00 AM - 07:00 PM SA 11:30 AM - 03:00 PM <a href="#">Schedule Appointment</a>	Livescan, Photo, I9 No Additional Fees Expedited Processing
<b>3. St. Mary Magdalen Church - Fieldprint Station</b> 861 Maitland Avenue Altamonte Springs, FL 32701	4.4 mi	T U W T H S A 09:00 AM - 12:00 PM <a href="#">Schedule Appointment</a>	Livescan No Additional Fees Expedited Processing

Select an available date on the calendar shown, then select a time from the drop down list, then press the Schedule button:

**Available Dates and Times**

Enter a date (mm/dd/yyyy) or select an available date from the calendar:

/  /

Select an available date from the calendar:

**JANUARY 13**

Morning:  
6 AM - 12 PM

< January 2016 February 2016 >  
 Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa  
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 28 29

# What to bring to your Fingerprinting Appointment:

Please note that for your appointment, you will need the following information:

1. Two (2) forms of identification, at least one (1) of which must be a valid government-issued photo ID. The name and date of birth on both forms of identification must match exactly as provided for the appointment.
2. Your appointment number

Acceptable primary IDs include:

- State-issued Driver's License
- State-issued Non-Driver's License ID Card
- U.S. Passport
- Military Identification Card
- Work Visa w/ Photo
- DOD Common Access Card
- Foreign Driver's License

Acceptable secondary IDs include:

- Credit Card
- Bank Statement
- Electric Bill
- Birth Certificate
- Marriage Certificate
- Citizenship or Naturalization Certificate
- School ID w/ Photograph
- Vehicle Registration/Title
- Voter Registration Card
- Bank Statement/Paycheck Stub
- Draft Record
- Native American tribal document