

**Schools – History Screening and LiveScan Instructions:**

**ONLY SCHEDULE ONE (1) APPOINTMENT either with FIELDPRINT or IdentGO.**

**IMPORTANT: Diocesan policy requires that all employees and volunteers, 16 years or older, successfully complete a history screening PRIOR to reporting to work or for volunteer service with children. If the employee/volunteer will be in contact with children in a diocesan childcare center, elementary school or high school, the 18 year old employees or volunteers are required to attend a session of Protecting God’s Children PRIOR to beginning work or volunteer service, NO EXCEPTIONS!**

This is a two (2) step process. Until both segments have been completed, the history screening results will not be released to the submitting school.

- 1) Original Diocesan history screening form sent to the Catholic Center
- 2) Successfully clear a Level 2 electronic fingerprint LiveScan

**Effective 8/28/2017 – the diocese will no longer provide the LiveScan as verification documentation. The history screening form is the only form that will be issued to the submitting school. If you require verification for PGC and history screening, please complete the History Screening / PGC Verification form and scan it to Linda Vasquez in the Safe Environment Office**

**IMPORTANT** If you are, or will be, an employee in a school (including working as a substitute teacher, an extended day employee, a coach, construction site worker etc.), the Jessica Lunsford Act requires that you are screened using the ‘Employees – Educators and School Staff’ or the ‘Contracted Personnel – Schools’ code when submitting your fingerprints.

**Fieldprint Code – FPStAugustineEdu  
IdentoGO Code – 16040156**

Everyone will be required to enter contact information and demographic information.

Everyone will be asked to provide other personal information which is required by the FDLE /FBI in order to process the criminal background check.

You will be prompted to find a local scanning facility and to schedule an appointment. Payment arrangements will be requested. Instructions, maps, etc. for the facilities are provided online.

**Fieldprint, Inc.:**

If you have any questions about the scheduling process, please call 800-799-1067.

- Log on to [www.fieldprintflorida.com](http://www.fieldprintflorida.com) website
- Click on ‘Schedule an Appointment’
- Follow instructions for ‘New User Sign Up’ – Click on ‘Sign Up’
- Select ‘I Know My Fieldprint Code’
- Click on ‘Continue’
- In the Fieldprint Code box enter the appropriate code from the list below: (*Codes are case sensitive.*)

		<b>Fieldprint Code</b>
<input type="checkbox"/>	Employees – Educators and School Staff, Cafeteria staff/ vendors (full & part-time), Religious Sisters, Seminarians, after school employees, coaches of any kind, paid or unpaid.	FPStAugustineEdu
<input type="checkbox"/>	Teacher Certification Candidates (FOR DOE ONLY)	FPStAugustineDOECert2
<input type="checkbox"/>	Contracted Personnel for schools – Catapult, Karate, Soccer Shots, Young Rembrandts, Sous Chef, Engineering for Kids, Spanish teachers, Dance teachers, Kiddie Sportz, CHAMOS Language Academy, Speech Therapy, SLA Management etc. – paid or unpaid.	FPStAugustineEdu
<input type="checkbox"/>	Volunteers	FPStAugustineVol
<input type="checkbox"/>	Vendors – plumbers, electricians etc. if clearance is not certified by the employer prior to being sent to the school.	FPStAugustineVol

- Click on ‘Continue’

### **Morpho Trust USA: (IdentoGO) : LiveScan Instructions**

If you have any questions about the scheduling process, please call 800-528-1358.

- Log on to [www.IdentoGO.com](http://www.IdentoGO.com) website
- Click 'Book an Appointment'
- Click the appropriate state where you going to schedule an online appointment
- Click 'Schedule an Appointment'
- Click on 'Follow this link in English or click on the Spanish instructions'
- Select – 'New or Existing Appointment' Enter your First and Last Name – Click Go
- Select – 'Agency Name' Click the drop down arrow Click on 'VECHS' – 'Volunteer and Employee Criminal History System'– Click Go
- Choose 'Employee' or 'Volunteer' from the drop down list
- Enter the appropriate ORI number from box below
- 'Appointment Details' Enter your Zip Code and Region. Click Go
- Click to schedule an online appointment, select time and Click Go
- Follow the PROMPTS to complete the online registration

		<b>ORI Number</b>
<input type="checkbox"/>	Employees – Educators and School Staff, Cafeteria staff/ vendors (full & part time), Religious Sisters, Seminarians, after school employees, coaches of any kind, paid or unpaid.	16040156
<input type="checkbox"/>	Contracted Personnel for schools – Catapult, Karate, Soccer Shots, Young Rembrandts, Sous Chef, Engineering for Kids, Spanish teachers, Dance teachers, Kiddie Sportz, CHAMOS Language Academy, Speech Therapy, SLA Management etc. – paid or unpaid.	16040156
<input type="checkbox"/>	Volunteers	16040011
<input type="checkbox"/>	Vendors – plumbers, electricians etc. if clearance is not certified by the employer prior to being sent to the school	16040011