APPLICANTS ONLINE REGISTRATION PROCESS

(You must have your Social Security Number, Government Issued ID, and Credit/Debit Card or Check)

1. Log on to www.orlandodiocese.org . Click on Ministries/Offices, then on Human Resources in the drop down window. Scroll down to FINGERPRINTING, click on the word "**here**" which will take you directly to the fingerprinting link. **YOU WILL ALSO NEED TO COMPLETE THE SAFE ENVIRONMENT VIDEO & QUIZ AS PART OF YOUR CLEARANCE. YOU WILL FIND THE LINK ON THE DIOCESE OF ORLANDO HOME PAGE.**

2. The process begins with an Instruction Page detailing the requirements of the Diocese of Orlando on who is to be fingerprinted and an overview of the registration process. You will be asked to check the box certifying that you understand the instructions. Click NEXT to proceed.

3. Choose your job/volunteer location and then your position type such as employee, volunteer or vendor. Enter the confirmation code you see on the screen, and then click Submit to process.

4. Choose a convenient parish/school to have your fingerprinting processed. You can search by **Zip Code**. Instructions are provided informing you of the remaining steps in this process.

5. After searching by **Zip Code**, a list of parish/schools will be displayed. Please select the location you would like to schedule your appointment.

6. The **Buy Now** function allows you to continue the registration process.

7. You will be able to select dates and times when you will be available for fingerprinting at the site.

8. The next step in the process is for you to enter your personal information. Requiring you to enter personal information here affords you some privacy that would not exist if you were required to provide this information at the parish/school. This way, the only items you are required to bring with you for your fingerprinting appointment are your Government Issued ID and the barcode that is generated from this on-line registration

9. All fields are red. As you enter the required information, the red fonts turn black. The fields also include a popup help box to assist you with entering the information. The height and weight fields require (3) three digits; therefore, 5'7" is entered 507.

10. If you do not have an email address, the "No Email Address" button can be chosen. If you do not have one, the email defaults to a default email at the Diocese of Orlando.

11. After entering the demographics, you are provided a snapshot view of what was entered. If the information is incorrect, the edit button returns you to the previous page to allow you to correct the information. If it is correct, check the box at the bottom and click Next to proceed.

12. The next step will be to read the disclosure form. The form outlines the requirements regarding sealed and expunged records; level 2 fingerprint based backgrounds checks; and provides authorization to the Diocese of Orlando to conduct the investigation. There are a few questions that require responses. Select the appropriate response to the question and provide additional information (as needed) in the space provided.

13. You are required to review the disclosure, enter your initials and check the box before clicking Next to proceed. The initials must match the name entered on the demographics page or you cannot continue the registration process.

14. If the location where you will be employed/volunteer is paying for this process, please check "Pay by paper check". If you are financially responsible for this process, please select how you wish to make payment. Once you have completed the Payment page, you will be prompted to print a barcode receipt. This receipt is required by the fingerprinting center when capturing your fingerprints. You can either write down the barcode number or print the receipt.

15. If you provided an email address on the demographics page, this receipt is also emailed.

16. Take the barcode receipt (or written barcode number) to the parish/school to submit your prints.