



Safe Environment Certification Instructions for Volunteers

Thank you for your interest in becoming a Diocese of Orlando volunteer! Please note the Safe Environment process consists of 3 steps:

- Step 1: Safe Environment video and quiz
- Step 2: Register for Fingerprinting
- Step 3: Fingerprinting

Begin by visiting www.orlandodiocese.org/safe-environment/english. Please read the instructions carefully. You cannot submit fingerprints until you have completed the Safe Environment video and passed the quiz.

Step 1: Safe Environment video and quiz

- Watch the Safe Environment Certification video. The video is about 25 minutes long.
- When the video is complete, read the Diocesan Standards of Conduct and agree to terms.
- Proceed to the quiz.
- Enter the Entity Code for Trinity Catholic High School: **105**
- Choose your role/applicant type: **Volunteer**
- Click “next” to take the 20 question quiz
- Pass scores are 80% or above.

When you pass, you should immediately download your certificate and deliver it to the Principal in person or via email (tvassou@tchs.us). Results will also be emailed to your diocesan entity and the Human Resources. Once the Safe Environment Certification quiz is complete, a Fieldprint Code will appear specific for Trinity Catholic High School. **Please write down this Fieldprint Code as you will need to enter it in the next step.** If you fail the quiz, you will be directed to return to Step 1.

Step 2: Registering for Fingerprinting

- Visit www.fieldprintflorida.com
- You will be asked the reason for fingerprinting. Click “I know my Fieldprint Code.”
- School volunteers will use: FPTHSSchoolVol.
- Continue to enter your personal information
- If you have been fingerprinted before, you must list the name of the previous entity, their address if available, and the year of the request.
- After completing all the necessary personal information, you will be able to schedule an appointment. The Ocala fingerprinting location is:

The UPS Store
3101 SW 34th Avenue
Ocala, FL

Located at the old Publix shopping center on College Road just west of the Paddock Mall

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- 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.

Step 3: Getting Fingerprinted

IMPORTANT: You must bring two forms of ID to your fingerprinting appointment. One must be a valid government issued photo ID. The name and date of birth on both forms of ID must match exactly.

- Acceptable primary IDs include: a state-issued driver's license, state ID card, passport, military ID card, visa with photo, DOD Access Card, or a foreign driver's license.
- Secondary IDs can be a credit card, bank statement, electric bill, birth certificate, school ID with photo, vehicle registration title or voter registration card. Please visit the Fieldprint website for additional acceptable forms of ID.

IMPORTANT: You must bring the appointment number you received when you made your appointment.

Canceling or Changing an Appointment

To cancel an appointment or have questions, please contact the customer service at 877-614-4364 or email customerservice@fieldprint.com.

If you fail to show up for your appointment or cancel less than 24 hours in advance, you will be charged a fee.

The Diocese of Orlando is required by the United States Conference of Catholic Bishops (USCCB) to follow certain guidelines with regard to Safe Environment Training. As are all other archdioceses and dioceses, we are required to undergo regular audits by the USCCB to be sure that we are in compliance with those regulations.

All church personnel and volunteers working with children and vulnerable populations must complete Safe Environment Training in addition to a background/fingerprint clearance. In an effort to ensure the safety of those persons under the care of the Diocese, all Church Personnel and volunteers, ages 15 and older, will be required to submit a completed Criminal Background Check Form as well as a complete set of fingerprints so as to facilitate a criminal background investigation.

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