

ELECTRONIC FINGERPRINTING PROCEDURES

How to register:

1. **REGISTER** online by accessing
<https://fingerprint.fadv.com/fpWebApp/webPages/module/home/redirect.jsf>

2. USER NAME: diov
PASSWORD: Password1

2. **ENROLL** personal data required to submit fingerprints. Everyone must register using government-issued photo identification (i.e. drivers license, military ID card, etc.) The Federal Bureau of Investigation also requires a social security number.

3. PAY:

New Applicants:

Employee/Clergy/Religious/Seminarian/Vendor -\$57.50

Volunteers - \$51.00

Rescreening after 5 years of the “initial” electronic screening (reuse of retained prints):

Employee/Clergy/Religious/Seminarian/Vendor - \$47.50

Volunteers - \$40.00

- You must pay in advance.
- Payment must be made by **credit card** only – NO PERSONAL OR DIOCESAN ENTITY CHECKS

4. **OBTAIN RECEIPT** generated online.

New Applicants:

Print the Receipt and bring it to the Service Center along with the specific Photo ID you used to register.

Rescreening after 5 years of the “initial” electronic screening (reuse of retained prints):

Print the receipt a message will read “*You have completed your fingerprint transaction process and your prints have been submitted to FDLE*”. If you received this message you do not have to go to the Service Center to be fingerprinted. Print the receipt for your records showing payment.

5. Those needing additional assistance with registration may call the customer service number at 1-877-323-8885.

6. **SCHEDULE** an appointment by calling the authorized fingerprint Service Center listed below, or you will be given the opportunity to schedule your appointment when registering.

7. All Applicants **MUST** sign the Waiver Agreement and Statement during the registration process.

8. Results of the screening and adjudication (evaluation) of criminal history records will be provided to the Diocesan Safe Environment Coordinator.

Service Centers:

St. John the Evangelist Parish (Service Center)

625 111th Avenue ~ North Naples, FL 34108

Fingerprinting is conducted M-F by Appointment

Call parish office: (239) 566-8740.

Times: 8:30A.M. to 4:30P.M.

The UPS Store (Service Center)

340 9th Street North

Naples, FL 34102

Phone: 239-262-7678

Hours: Monday-Friday from 11:00am-4:00pm