

DIRECTIONS FOR DIGITAL RE-SCREENING OF FINGERPRINTS

HOW TO REGISTER:

1. **REGISTER** online by accessing
<https://fingerprint.fadv.com/Registration>

Sign in: **diov**

Password: **Password1**

2. During registration, you will be asked: Have you ever been fingerprinted for the Diocese of Venice? Answer **YES**. Enter first name, last name and SS number (do not use dashes or spaces). Select **SEARCH** (when you select search the database searches for your prints).
3. You will receive the message: **“Fingerprints found-prints can be reused.”** (If you do not receive this message, please contact Mary Trobiano at 239 772-3922.) Once prints were found for reuse, select **NEXT**.
4. The next page is the Florida Applicant Experience-Disclosure. Towards the bottom of the page you will be asked - Has a national criminal history background check on you been previously requested? Answer **YES**. Name of Previous Entity and Address is: *Diocese of Venice, 1000 Pinebrook Road, Venice, FL 34285*.
5. Finish completing the rest of the Registration Form. You will be asked to sign the waiver using your computer mouse. If you put the arrow in the box for signature and hold down your mouse, you will be able to sign. Do your best; it will look like a normal signature.
6. The cost is \$40.00 for a Volunteer renewal - \$47.50 for an Employee renewal. You must pay by credit card. You will receive a notice that your payment was received successfully. Make sure you select **NEXT** to **FINISH** your registration process.
7. The last step: you will receive your confirmation receipt, showing that you completed your registration and your 5-year reuse process is successfully completed. You do not have to go and be physically fingerprinted. You do not have to do anything further, and I will receive the clearance as usual. If your reuse of prints comes back “Illegible,” you WILL have to go to a service center and be physically fingerprinted.

Thank you. If you have any Volunteer/Fingerprinting or Safe Environment Training questions, please contact Mary Trobiano at mtrobiano@standrewcs.org.