

DIOCESE OF ST. AUGUSTINE SAFE ENVIRONMENT INFORMATION

The Diocese of St. Augustine is requiring all employees, staff, vendors, and volunteers who have regular and direct contact with children to be screened by the Diocese using the LiveScan system. You cannot volunteer or work at Camp unless your clearance is returned to our office.

There are 3 steps to obtaining clearance:

1. Complete the VECHS Waiver Agreement and Statement. This must be sent to the Camp Office as an original. Emailed copies are not accepted. Mail to: Camp I Am Special 235 Marywood Dr. St. Johns, FL 32259.
2. Go online to complete the procedures for obtaining fingerprints through LiveScan. Instructions are below.
3. Have fingerprints taken at the time and date selected online.

Live Scan Fingerprint Instructions:

You can choose to be fingerprinted through Fieldprint Florida OR IndentoGO.

You will be required to enter your contact information and demographic information.

You will be asked to provide other personal information which is required by the FDLE /FBI in order to process your 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 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.)

Fieldprint Code

| | | |
|--------------------------|--|------------------------|
| <input type="checkbox"/> | Lay Employees – Parish, Ministry, Agency, Institution, Vendors | FPStAugustineNonEdu |
| <input type="checkbox"/> | Lay Volunteers | FPStAugustineVol |
| <input type="checkbox"/> | Priests | FPStAugustineEmpClergy |
| <input type="checkbox"/> | Deacons - paid | FPStAugustineEmpClergy |
| <input type="checkbox"/> | Deacons – unpaid | FPStAugustineVolClergy |

- Click on 'Continue'

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IdentoGO:

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

- Log on to 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

| | | ORI Number |
|--------------------------|---|-------------------|
| <input type="checkbox"/> | Lay Employees – Parish, Ministry, Agency, Institutions, Vendors | 16040011 |
| <input type="checkbox"/> | Lay Volunteers | 16040011 |
| <input type="checkbox"/> | Priests | 16040211 |
| <input type="checkbox"/> | Deacons - paid | 16040211 |
| <input type="checkbox"/> | Deacons – unpaid | 16040211 |

Camp I Am Special Mailing Address:

235 Marywood Drive
St. Johns, FL 32259
Phone: 904-230-7447

Contact: Rebecca Aleman, Ministry Director

Camp I Am Special Physical Address:

455 Marywood Drive
St. Johns, FL 32259
(Down at Camp St. Johns on the Marywood Property)

Revised 12-2016