



## ELECTRONIC FINGERPRINT/BACKGROUND SCREENING PROCESS

The Diocese of St. Petersburg has implemented a state of the art electronic fingerprint/background system which will better serve the needs of our diocesan community by allowing the school/parish to directly receive screening results via a secure site.

To facilitate this process, On-Line Registration and a scheduled appointment will be required. (we are unable to accommodate walk-ins without appointments).

Following is an outline of the new process:

- 1) Registration must be made on-line at: <http://diocese.sofn.net>.
- 2) Step by step instructions are provided - enter information under all "red" fields. It is important to select the correct parish/school where you volunteer or are employed.
- 3) You will be prompted to schedule an appointment at one of the fingerprinting centers – you will receive an e-mail confirmation.
- 4) Upon completion of all required "red" fields, you will be provided with a "bar code" - you must have this code number with you at the time of your appointment along with the Government issued Identification card you entered under "Type of Identification".
- 5) Please make every effort to attend your appointment - contact your appointment center if you need to reschedule.
- 6) Results will be forwarded to the designated secure site you indicated on your registration and to the Fingerprinting Department at the Diocese of St. Petersburg.
- 7) The billing of \$50 will be made directly to your school or parish. No payment will ever be accepted at the fingerprint site.

**IF YOU ARE UNABLE TO REGISTER ON-LINE, YOU CAN CONTACT THE FOLLOWING PRIDEROCK CUSTOMER ASSISTANCE NUMBER TO REGISTER: 877-323-8885.**

If you have any questions or concerns, please contact Margaret Loflin, Fingerprinting Department, Diocese of St. Petersburg, 727-344-1611 ext 339 or e-mail: [mrl@dosp.org](mailto:mrl@dosp.org).

## SATELLITE LOCATIONS LEVEL II SCREENINGS

**YOU MUST MAKE AN APPOINTMENT**

Updated: Friday, November 02, 2007

NAME	ADDRESS	PHONE	CONTACT
Christ the King Parish	821 South Dale Mabry Hwy Tampa, FL 33609	813-876-5841	Cam Osman <a href="mailto:cosman@ctk-tampa.org">cosman@ctk-tampa.org</a>
Nativity Parish	705 East Brandon Blvd. Brandon, FL 33511	813-681-4608	Rob Martin <a href="mailto:dirfinop@nativitycatholicchurch.org">dirfinop@nativitycatholicchurch.org</a>
St. Mark the Evangelist	9724 Cross Creek Blvd. Tampa, FL 33647-2594	813-907-7746	Chuck Rizzo <a href="mailto:crizzo@stmarktampa.org">crizzo@stmarktampa.org</a>
St. Cecelia School	400 South Hillcrest Ave Clearwater, FL 33756	727-461-1200 x225	Angela Peterson <a href="mailto:apeterson@st-cecelia.org">apeterson@st-cecelia.org</a>
St. Anthony of Padua- San Antonio	32832 Massachusetts Ave. San Antonio, FL 33576	352-588-3081	Patricia Hennessy <a href="mailto:pat.stanthony@3oaks.com">pat.stanthony@3oaks.com</a>
St. Thomas the Apostle	7040 South Suncoast Blvd. Homosassa, FL 34446	352-628-7000	Sharon Bassing <a href="mailto:reled60@embarqmail.com">reled60@embarqmail.com</a>
St. Thomas Aquinas Parish	8320 Old C.R. 54 New Port Richey, FL 34653	727-372-8600	Mary Miller <a href="mailto:mmpt11@aol.com">mmpt11@aol.com</a>
Pastoral Center DOSP	6363 9 <sup>th</sup> Avenue North St. Petersburg, FL 33710	727-344-1611 x339	Margaret Loflin <a href="mailto:mrl@dosp.org">mrl@dosp.org</a>