Fingerprinting Instructions

 From your computer go to **Orlandodiocese.org** website.

Click on the **Safe Environment Certification** tab.

- You will have to enter our entity # of: **73.**
- Scroll down the page to start the training.
- There is a 25 minute video to watch.
- At the end of the video, you will be instructed to read the "Standards of Conduct" section and then check the box at the bottom of the page that you agree to these standards.
- Click the "quiz" tab and enter your name, entity (Our Lady of Grace), and position (volunteer) and answer the 20 questions (80% must be answered correctly to proceed further.)

After you take the Safe Environment Certification course, click "fingerprinting" on the yellow area under Safe Environment Information. A new page in the white section will come up and you'll then follow the link for www.fieldprintflorida.com

The Fieldprint code for Volunteers in Our Lady of Grace is: FPOLGChVol

If this website doesn't work, try schedule.fieldprint.com.

You will need your Social Security Number as you fill out your personal information. You will finish by Clicking on the **SIGN UP** box.   After you have completed the forms, you will be able to make an appointment for your fingerprinting. The site will give you the closest location to your address. The cost will be $44.00. If you miss an appointment or have to reschedule there will be an additional fee of $12.50.

Thank you for taking the time to do this.