



# Diocese of Pensacola-Tallahassee Charter Requirements for the Protection of Children, Young People and Vulnerable Adults

All School Volunteers please use this Code:  
**Code is case sensitive**

**FPDiocesePTSchVol**

**All Diocesan volunteers are required to have a Level 2 Criminal Background Search completed and approved before volunteering may begin.**

**A Motor Vehicle Report (MVR) is to be completed and approved for all employees and volunteers driving on behalf of the Diocese.**

Steps to take to complete a Level 2 Criminal Background Search:

1. Visit the Parish Office that you will be employed. Use this parish name and the code provided for your Level 2 Criminal Background Search.
2. Register online to make an appointment to be finger printed. Fill out all information required online.
3. Bring the confirmation number with you to the fingerprint appointment.
4. Bring to your fingerprint appointment two ID's. One must have a photo.

**Please use the code provided to you from this site as each code is unique to each site.**

**\*\*See your parish/school office staff for information on safe environment courses.**

Individuals must meet these requirements:

- Three years of clean driving record history or less than six points on their license within the last year
- Must be at least 21 years old to drive a diocesan vehicle.
- Must be at least 25 years old to drive children and youth.
- Must be a Florida licensed driver
- Must have \$100,000/\$300,000 car insurance liability
- Complete a Level 2 Criminal Background Search and complete two safe environment courses.
- Must not have any medical condition nor be taking any medications that would impair their ability to operate a motor vehicle
- Submit a MVR form, a legible copy of Driver's License and a Certificate of Insurance / Declaration Page from insurance provider to the Office of Safe Environment/HR Department.
- **Insurance ID cards are NOT acceptable. Must have a declaration page from insurance company showing the required amount is carried on the vehicle being driven**

The Diocese uses A.J. Gallagher Risk Management Services, Inc., an outside source to check driving records of all drivers whose information is submitted. A.J. Gallagher, Inc. cannot share information but only communicate the results based on the agreed upon underwriting criteria as to approved and not approved.



**You Must contact the site office first, sign their waiver, and pay for the screening at that time, if required, before making an appointment online for fingerprinting.**

Here is how to schedule your fingerprinting appointment:

1. Log onto the [www.fieldprintflorida.com](http://www.fieldprintflorida.com) website to schedule your appointment.
2. You will create a secure username/password to enter the system. Password must be at least 8-16 characters long and contain 1 capital letter, 1 lower case letter, 1 number and 1 special character (!@#%\*) may not contain the word "password". Password is case sensitive.
3. Select "I know my FieldPrint Code" and insert the code provided:

Volunteer purposes: **FPDiocesePTSchVol**

**Please note the access code IS case sensitive.**

4. Provide your Personal and Demographic Information. The information requested on the scheduling site is the information required by the FDLE/FBI in order to process the criminal search. Employer would be the place you will be working or volunteering within the Diocese. If you do not know the address or phone of the site, enter your home address and number again.
5. Schedule your fingerprint time you would like to have and select a location. Make your appointment. **If you need to change or cancel appointment please do so before 48 hours of your appointment time. Not cancelling or not showing for your appointment will incur you a \$15.00 fee.**
6. If you have any issues or questions, you may contact our customer service team at (800) 799-1067 or at [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com). You may also contact Jeanne Blake at (850) 435.3570 or [blakej@ptdiocese.org](mailto:blakej@ptdiocese.org)
7. Please print the appointment confirmation number or write this number down and bring it with you to the fingerprint site. Also, bring two forms of ID, one being a photo ID.