

Dear St. Agnes Parish Volunteer:

The Diocese of Venice requires that all diocesan employees, religious staff and volunteers have a criminal background screening prior to being allowed unsupervised access to minors or vulnerable adults.

Refusal to participate in the background screening process will result in automatic disqualification from employment/volunteer work.

All employees and volunteers must be trained in Safe Environment awareness issues. Regional trainings are held in various parishes throughout the year. If there is not a schedule enclosed in this packet, you may pick up a schedule in the parish office. The following forms are enclosed:

- Volunteer Application
- Attestation of Good Moral Character
- Electronic Fingerprint Instructions

This information is valid for volunteer/employment position you hold in the Diocese of Venice.

All forms must be promptly completed and submitted to the front office.

**DIOCESE OF VENICE  
VOLUNTEER APPLICATION  
FOR THOSE WORKING WITH CHILDREN AND VULNERABLE ADULTS**

Dear Volunteer,

Thank you for offering your time and talent to work with our parish/school/organization. Volunteers such as yourself are indispensable to our programs. The policy of the Diocese of Venice requires background screening of all volunteers who have unsupervised access to minors. Please supply the following information below and return this form to the person who provided it to you, along with necessary attachments (depending upon position) before proceeding to electronic fingerprinting and Safe Environment Training.

[PLEASE PRINT]

Parish/School/Diocesan Entity: \_\_\_\_\_

Volunteer Position Sought: \_\_\_\_\_ DOV screened w/in 5 years? \_\_\_\_\_

Your Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Home Address, City, Zip: \_\_\_\_\_

Current Memberships (religious, community, business, professional) or special skills:  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES: Please list names, addresses and phone numbers of two persons who have known you at least five years who are familiar with your character. Two (2) NON-FAMILY references please (excluding Pastor and Staff).

Name	Address, City, Zip	Phone
1. _____	_____	_____
2. _____	_____	_____

If driving, Florida License # \_\_\_\_\_ (attach copy of license & insurance card)

\*If driving van designed to seat 16 persons or transporting children, see DOV Transportation Manual.

If working with youth, please identify prior experience:  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever committed, been arrested, been convicted of, plead guilty or no contest to a crime?    Yes    No

If yes, please identify: \_\_\_\_\_

***Applicant Authorization and Release***

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any volunteer position is conditioned on a satisfactory background check and agree to complete an attestation of good moral character, be electronically fingerprinted and cleared by the FDLE/FBI, and complete Safe Environment Training.

In connection with the above request to serve as a volunteer, I authorize the Diocese of Venice to investigate my background, including criminal and driving history and hereby release said information to them. I further release and discharge from liability the Diocese of Venice, their agents, employees, officers and other persons from all liability arising from the investigation or disclosure of the requested information, as well as those companies, agencies, officials, officers, employees and other persons, who in good faith provide this information to the DOV.

\_\_\_\_\_  
Signature Date

INTERNAL USE ONLY

Reference #1 checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Reference #2 checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Fingerprinted: \_\_\_\_\_ Date Cleared: \_\_\_\_\_

Date of Safe Environment Training: \_\_\_\_\_



## DIOCESE OF VENICE ATTESTATION OF GOOD MORAL CHARACTER

I, \_\_\_\_\_ a prospective or current (**circle one**): employee, volunteer, religious brother or sister, deacon or priest, or independent contractor, hereby attest, under penalty of perjury, that I am of good moral character. I further attest that I have not committed, nor been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense (or attempt or conspiracy thereunder) prohibited under any of the following provisions of the Florida Statutes (See level 2 screening standard of 435.04) or under any similar statute of another jurisdiction:

- a. Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.
- b. For employee or employers licensed or registered pursuant to chapter 400 or chapter 429, does not have a confirmed report of abuse, neglect, or exploitation as defined in s. 415.102(6), which has been uncontested or upheld under 415.103.
- c. Does not have a confirmed report of abuse, neglect or exploitation as defined in section 39.01 which has been upheld under section 415.103.
- d. Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
- e. Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.
- f. Has not committed an act that constitutes domestic violence as defined in Section 741.30.
- g. Section 782.05 relating to murder.
- h. Section 782.07 relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult or aggravated manslaughter of a child.
- i. Section 782.071, relating to vehicular homicide.
- j. Section 782.09 relating to killing of an unborn child by injury to the mother.
- k. Section 784.011 relating to assault, if the victim of the offense was a minor or
- l. Section 784.021 relating to aggravated assault for any victim.
- m. Section 784.03 relating to battery, if the victim of the offense was a minor or Section 784.045 relating to aggravated battery of any victim.
- n. Section 784.07, relating to assault or battery of law enforcement officers, firefighters, emergency medical care providers, public transit employees or agents, or other specified officers.
- o. Section 784.075, relating to battery on a detention or commitment facility staff.

- p. Section 787.01 relating to kidnapping.
- q. Section 787.02 relating to false imprisonment.
- r. Section 787.04(2) or (3) relating to taking, enticing or removing a child beyond the state limits with criminal intent pending custody proceedings or to avoid producing a child at a custody hearing.
- s. Section 790.115(1) or (2)(b) relating to exhibiting firearms or weapons within 1,000 feet of a school or possessing an electric weapon or device, destructive device or other weapon on school property.
- t. Section 794.011 relating to sexual battery.
- u. Section 794.041 relating to prohibited acts of persons in familial or custodial authority.
- v. Chapter 796 relating to prostitution.
- w. Section 798.02 relating to lewd and lascivious behavior.
- x. Chapter 800 relating to lewdness and indecent exposure.
- y. Section 806.01 relating to arson.
- z. Chapters 810 and 812 relating to burglary, theft, robbery crimes, if the offense was a felony.
- aa. Section 817.563 relating to fraudulent sale of controlled substances, only if the offense was a felony.
- bb. Section 825.102 relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
- cc. Section 825.1025 relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.
- dd. Section 825.103 relating to exploitation of an elderly person or disabled adult, if the offense was a felony.
- ee. Section 826.04 relating to incest.
- ff. Section 827.03 relating to child abuse, aggravated child abuse, or neglect of a child.
- gg. Section 827.04 relating to contributing to the delinquency or dependency of a child.
- hh. Section 827.05 relating to negligent treatment of children.
- ii. Section 827.071 relating to sexual performance by a child.
- jj. Section 843.01 relating to resisting arrest with violence.
- kk. Section 843.025 relating to depriving a law enforcement, correctional or correctional probation officer means of protection or communication.
- ll. Section 843.12 or 843.13 relating to aiding in an escape or in the escape of juvenile inmates.
- mm. Chapter 847 relating to obscene literature.

- nn. Section 874.05(1) relating to encouraging or recruiting another to join criminal gang
- oo. Chapter 893 relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.
- pp. Section 916.1075, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.
- qq. Section 944.35(3,) relating to inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm.
- rr. Section 944.46, relating to harboring, concealing, or aiding an escaped prisoner.
- ss. Section 944.47, relating to introduction of contraband into a correctional facility.
- tt. Section 985.701, relating to sexual misconduct in juvenile justice programs.
- uu. Section 985.711, relating to contraband introduced into detention facilities.

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I understand that any employment/volunteer work is conditioned upon a satisfactory criminal background and reference check and that offenses other than those listed above may preclude my employment or volunteer work to the extent they reflect on my fitness for the position. I authorize, without reservation, the release of information to the Diocese of Venice and do further release, agree to hold harmless and discharge from all damages and liability, Frank J. Dewane, as Bishop of the Diocese of Venice, a corporation sole, the Diocese and all companies, agencies, officials, officers, employees and other persons, who in good faith provide to the Diocese of Venice information in order to successfully complete a background investigation.

I further agree to inform the Diocese of Venice immediately if I am charged with or arrested for any disqualifying offenses while engaged in employment, volunteer work, or other work on behalf of the Diocese.

School/Parish/Other: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*This form is to be completed with the volunteer or employment application and maintained as part thereof in the personnel/volunteer file at the local diocesan entity.

## **ELECTRONIC FINGERPRINTING PROCEDURES**

The Diocese of Venice has enlisted Advantage Biometric Group (ABG) (formerly PrideRock Holding Company, Inc.) as our provider of fingerprinting (criminal background screening) & data management services. ABG provides similar services to the Dioceses of St. Petersburg and West Palm Beach. This fingerprint process is totally electronic and our past procedures are terminated. Effective immediately no blue, green cards or re-screening forms will be accepted.

These electronic fingerprinting procedures will not apply to teachers seeking initial state certification; the State of Florida requires the use of the Educator Certification fingerprint card. This requires them to be fingerprinted at their local police/sheriff department.

ABG has provided us with a designated web-based application & registration system which allows Diocesan personnel, contractor/vendors and volunteers a means to process fingerprint-based criminal history background screenings in accordance with the Diocese of Venice (DOV) Policy and Procedural Guidelines relating to the Protection of Children and Vulnerable Adults. The fingerprints are submitted electronically to the Florida Department of Law Enforcement and the Federal Bureau of Investigation with the results available to the Diocesan Safe Environment Coordinator within 24 to 48 hours. The results will be then provided to the parish, school or other diocesan entity.

### **Diocesan Personnel involved in this process:**

- **Clergy**: All priests and deacons who have an assignment or faculties of the Diocese of Venice.
- **Religious**: All sisters and brothers who are regularly involved in ministry on behalf of an entity of the Diocese
- **Seminarian**: All individuals attending seminary or entering the process to become seminarians with the purpose of ordination to the priesthood.
- **Employee**: Any lay individual who is employed by and given payment (any form of compensation, whether monetary or otherwise) for services rendered in which the obligation to withhold for payroll tax (FICA, Medicare, and withholding) exists, whether part-time or full-time. This definition shall include all such persons whether employed by the diocese, parish, school, early childhood center, group home, or other Diocesan organization.
- **Volunteer**: Any unpaid person who is engaged or involved in any diocesan institution or parish activity, and who is entrusted with the care, responsibility, or supervision of children or vulnerable adults.
- **Vendor**: Any lay person not employed by the Diocese engaged to perform services on behalf of the Diocese of Venice or any of its entities.

Before visiting a processing center, applicants must complete registration form online using photo identification, such as a driver's license, at [www.dov.sofn.net](http://www.dov.sofn.net). After registration is complete, a receipt with a bar code will be issued, and this receipt must be presented at the screening location in order to continue the process. Individuals who do not have access to a computer or require assistance in registering should contact their local parish, school or diocesan entity for the designated fingerprint coordinator.

### **How to register:**

1. **REGISTER** online by accessing [www.dov.sofn.net](http://www.dov.sofn.net)
2. **ENROLL** personal data required to submit fingerprints. Everyone must register using government-issued photo identification (i.e. driver's license, military ID card, etc.) The Federal Bureau of Investigation also requires a social security number.
3. **PAY:** \$60.25 for everyone except for volunteers which are \$51.25. Re-screening after five (5) years of the Ainitial@ electronic screening will be a fee plus the FDLE/FBI charges (fees are subject to change).
  - You must pay in advance.
  - Selecting that you will pay by check or money order allows you to continue the process, but your fingerprints will not be submitted until payment is processed and cleared through the vendor. The address of ABG is identified on the registration website.
4. **OBTAIN RECEIPT** generated online. Print the Bar Code Receipt and bring it to the Service Center along with the specific Photo ID you used to register.
5. Those needing additional assistance with registration may call the customer service number at 1-877-323-8885.
6. **SCHEDULE** an appointment by calling the authorized fingerprint Service Center listed on the website.
7. All Applicants **MUST** sign the Waiver Agreement and Statement using the Electronic Signature Pad after completing the fingerprint submission.
8. Results of the screening and adjudication (evaluation) of criminal history records will be provided to the Diocesan Safe Environment Coordinator.

**An applicant whose screening results DO NOT** meet the Level II Minimum Standards of Moral Conduct will be notified of their denial by the pastor, principal or administrator of the organization to which he or she belongs, or applied to, for employment or to volunteer. An applicant who wishes to appeal the validity of information provided by the Florida Department of Law Enforcement or the FBI will be required to provide certified court documents clearly stating an acceptable disposition to the charge(s) in question to the DOV Human Resources Department.

All questions regarding an applicant's denial should be addressed to the respective pastor/administrator of the organization who can, subsequently, provide the applicant with access to the diocesan appeal process as well. It is not necessary to appeal the validity of information in a FDLE/FBI report in order to appeal adjudication.

An applicant who has not been notified of successful completion of his or her background screening cannot be given the care, responsibility, or supervision of a child or youth nor be allowed unsupervised access to vulnerable adults.

If you have any questions, regarding this process, please contact the Diocesan Safe Environment Coordinator at 941-441-1104 or email your questions to: [smith@dioceseofvenice.org](mailto:smith@dioceseofvenice.org).

**Fingerprinting summary:**

Diocesan personnel must register online by accessing [www.dov.sofn.net](http://www.dov.sofn.net), pay, obtain a Bar Code receipt which is generated online, schedule an appointment at the appropriate Service Center, and take the printed Bar Code receipt along with a Photo ID to the Service Center for the actual fingerprinting process. All Diocesan personnel MUST sign the Wavier Agreement and Statement using the Electronic Signature Pad at the Service Center after completing the fingerprint submission. The fingerprinting results will be provided to the identified diocesan entity within 24 to 48 hours via the Diocesan Safe Environment Coordinator.