



Archdiocese of Los Angeles Fingerprinting Department

Weekday Appointment Sheet (1 Machine)



FACILITY NAME:		FINGERPRINTING DATE:		
TIME	NAME	PHONE	PARISH/SCHOOL	OCA #
12:00PM	1			
	2			
12:20PM	1			
	2			
12:40PM	1			
	2			
1:00PM	1			
	2			
1:20PM	1			
	2			
1:40PM	1			
	2			
2:00PM	1			
	2			
2:20PM	1			
	2			
2:40PM	1			
	2			
3:00PM	1			
	2			
3:20PM	1			
	2			
3:40PM	1			
	2			
4:00PM TO 5:00PM MEAL BREAK				
5:00PM	1			
	2			
5:20PM	1			
	2			
5:40PM	1			
	2			
6:00PM	1			
	2			

REMINDER: Please email appointment sheets to fingerprinting@la-archdiocese.org four (4) business days prior to hosting/fingerprinting day. Thank you very much for hosting.



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TIME		NAME	PHONE	PARISH/SCHOOL	OCA#
6:20PM	1				
	2				
6:40PM	1				
	2				
7:00PM	1				
	2				
7:20PM	1				
	2				

REMINDER: Please email appointment sheets to fingerprinting@la-archdiocese.org four (4) business days prior to hosting/fingerprinting day. Thank you very much for hosting.



The Archdiocese of Los Angeles
Fingerprinting Department
3424 Wilshire Boulevard, Los Angeles CA 90010
email: fingerprinting@la-archdiocese.org

The Matriculate Consular Identification Card may not be used as primary or secondary ID.
It can only be accepted for purpose of Child Placement ONLY.

Valid Forms of Identification Card

Acceptable Primary forms of photo identification for Live Scan applicants include any of the following:

- California Driver's License
- Department of Motor Vehicles Identification Card
- Out-of-State Driver's License

However, in the absence of a primary form of identification, a certified fingerprint roller may accept one or more of the following as Secondary forms of Identification, but only with two of the supplemental documents noted on the next page:

- State Government Issued Certificate of Birth
- U.S. Active Duty/Retiree/Reservist Military Identification Card (000 10-2)
- U.S. Passport
- Federal Government Personal Identity Verification Card (PIV)
- Department of Defense Common Access Card
- U.S. Tribal or Bureau of Indian Affairs Identification Card
- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/ Divorce
- Marriage Certificate (Government Certificate Issued)
- U.S. Government Issued Consular Report of Birth Abroad 3
- Foreign Passport with Appropriate Immigration Document(s)\
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued Since 1997
- INS I-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

Please note: When validating the authenticity of secondary identification documents and forms, the data and information need to be supported by at least two of the following Supplemental documents:

- Utility Bill (Address)
- Jurisdictional Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Jurisdictional Public Assistance Card
- Spouse/Parent Affidavit
- Cancelled Check or Bank Statement
- Mortgage Documents



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3424 Wilshire Boulevard, Los Angeles CA 90010
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La tarjeta consular (matricula) no puede ser utilizada como identificación primaria o secundaria.
Solamente puede ser aceptada con el propósito de la colocación de niños.

Formas de identificación validas

Formas de identificación **primarias** validas para los solicitantes de huellas, incluye cualquiera de los siguientes:

- Licencia de conducir del estado de California o de otro estado
- Tarjeta de Identificación del departamento de Vehículos Motorizados

Sin embargo, con la ausencia de una forma primaria de identificación, un operador de huellas certificado puede aceptar una o más de las siguientes formas de identificación **secundarias, pero solo acompañada con dos de los documentos suplementarios indicado abajo:**

- Certificado de nacimiento emitido por el gobierno de los Estados Unidos
- Servicio activo o jubilado de los Estados Unidos/ tarjeta reservista de identificación militar (000 10-2)
- Pasaporte de los Estados Unidos
- Tarjeta de verificación de identidad personal emitida por el gobierno federal (PIV)
- Tarjeta de acceso común del departamento de defensa
- Tarjeta de identificación de los E.U. Tribal o Departamento de Asuntos Nativo Americano.
- Tarjeta de seguro social
- Orden de la corte para cambio de nombre/ cambio de genero/ adopción/ divorcio
- Certificado de matrimonio (certificado emitido por el gobierno)
- Reporte consular de nacimiento en el extranjero emitido por el gobierno de los E.U.
- Pasaporte extranjero con documento migratorio apropiado(s)
- Certificado de ciudadanía (N560)
- Certificado de naturalización (N550)
- INS I-551 Tarjeta inmigrante residente emitido desde 1997
- INS 1-688 Tarjeta de identificación de residente temporal
- INS 1-6888B, I-766 Tarjeta de autorización de empleo

Nota: A la hora de validar la autenticidad de los documentos y formularios de identificación secundaria, los datos y la información debe de ser respaldada por lo menos con dos de los siguientes **documentos complementarios:**

- Factura de servicios públicos (dirección)
- Tarjeta de registro de votante
- Registro o título de vehiculo
- Talón de cheque con nombre y dirección (cheque personal)
- Tarjeta de asistencia publica
- Una declaración jurada del cónyuge o padres
- Cheque cancelado o extracto de cuenta
- Documentos de hipoteca (pago mensual)



Archdiocese of Los Angeles

FINGERPRINTING DEPARTMENT NEWSLET-

LETTER FROM THE FINGERPRINTING MANAGER

Brothers and Sisters in Christ,

Welcome to the first issue of the Archdiocese of Los Angeles Fingerprinting Newsletter. In this first issue, you will find information on what is needed to get fingerprinted, the fingerprinting responsibilities for schools and parishes and how to schedule a fingerprinting session at your parish. You will learn about Volunteer Personnel Information Network (VPIN) Training Sessions, what is the applicant questionnaire and how to use it, and how to work with the VPIN System. The back page contains Fingerprinting Department contact information and important Fingerprinting websites.

The Fingerprinting Department will be at the annual Religious Education Congress in Anaheim on February 24-26, 2017 at booth 450. We will have a fingerprinting station set up for anyone that needs to be fingerprinted. Additionally, we will be at the Technology Center on Friday, February 24, 2017 and Saturday, February 25, 2017 to answer any questions and provide a view of the VPIN database functions. Please take the time to read this newsletter in its entirety. I am sure you will find it informative and useful. The Fingerprinting Department is here to serve you. Do not hesitate to call us.

In His Service,

Deacon John W. Barry

Fingerprinting Manager



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Fingerprinting Scheduling

WHERE CAN YOU GET FINGERPRINTED?

- * Every parish and school associated with the Archdiocese of Los Angeles has the opportunity to host a fingerprinting session. The schedule for each month of the current year of the hosting facilities can be found on our website: <http://www.la-archdiocese.org/hr/Pages/fingerprinting.aspx>
- * Employees and Volunteers also have the option of going to a third party vendor that offers live scan services. However, there will be an out of pocket service fee for the applicant. We provide an applicant questionnaire that must be completed and emailed to the Fingerprinting Department before going to a third party vendor. The steps to this process can be found at: <http://www.la-archdiocese.org/hr/Pages/fingerprinting.aspx>
- * Live Scan Services are also provided at the Archdiocese of Los Angeles headquarters (ACC) during our hours of operation, Monday through Friday from 9AM to 5PM. Please call or email to make an appointment:

(213) 637-7337

fingerprinting@la-archdiocese.org

FINGERPRINTING RESPONSIBILITIES FOR SCHOOLS AND PARISHES

The following must be adhered to by pastors and principals with regards to fingerprinting and/or VIRTUS training issues.

* An individual must be assigned to maintain the VPIN Database for your Parish and/or School. The Parishes and Schools are responsible for maintaining the VIRTUS screening status for volunteers and hired personnel. The VPIN Access Request Form can be found on the Fingerprinting page of the Archdiocesan website, <http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx>. Submit the completed and signed form to the Fingerprinting Department at fingerprinting@la-archdiocese.org. We will process the request and email you the results.

* There are two ways to be fingerprinted for the Archdiocese of Los Angeles. The Fingerprinting Department provides a calendar of hosted sites for fingerprinting throughout the Archdiocese of Los Angeles. Monthly calendars can be found on the fingerprinting page, <http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx>. To make an appointment, call the phone number of the host site and they will register you for an appointment at a designated time; this is the preferred way to get fingerprinted. The second way to be fingerprinted is to use a third party vendor. To use a third party vendor fill out and email to the Fingerprinting Department the Applicant Questionnaire Form found on the fingerprinting page, <http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx>. The Fingerprinting Department will create the Live Scan Request form and email it back to you. Once fingerprinted, scan and email the signed Live Scan Request Form back to the Fingerprinting Department at fingerprinting@la-archdiocese.org. This 'handshake' process will insure quality control.

* Please **DO NOT** use any of the old Live Scan Request Forms as they are now obsolete. The only allowable Live Scan Request Forms are A3950 revised 09/22/2016 and A3946 revised 10/12/2015. The Department of Justice (DOJ) is phasing out old ORI numbers. If you know the password to the old Secure Email account, we would greatly appreciate having it. We can then work with the DOJ to insure that all the information that comes to those old Secure Email addresses gets directed to the ACC Secure Email Account.

* The Fingerprinting Department has taken over all training of VPIN from LOGOS. Please contact us to arrange a VPIN Training session. Contact numbers are found at <http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx> or on the back page of this newsletter.

WHAT YOU NEED TO GET FINGERPRINTED

The Archdiocese of Los Angeles fingerprints individuals over 18 years of age, who volunteer for a ministry or who are hired for or hold a paid position. When an applicant makes an appointment for a Live Scan Session to be fingerprinted, he or she must bring a valid form of identification. The California Department of Justice requires a primary form of valid identification or a secondary form of valid identification with two supporting documents, which are as follows;

Effective June 1, 2016, the Consular ID Card (Matricula Consular) may not be used as primary or secondary ID for verifying the identity of the applicant prior to fingerprinting. The Consular ID Card can only be accepted for the purpose of Child Placement ONLY.

Acceptable **PRIMARY** forms of photo identification include any of the following (the expiration date has not elapsed):

- California Driver's License
- Department of Motor Vehicles Identification Card
- Out-of-State Driver's License

In the absence of a **PRIMARY** form of identification, one or more of the following will be accepted as **SECONDARY** forms of Identification, but **ONLY with SUPPLEMENTAL DOCUMENTS**.

- State Government Issued Certificate of Birth
- U.S. Active Duty/Retiree/Reservist Military Identification Card
- U.S. Passport
- Federal Government Personal Identity Verification Card (PIV)
- Department of Defense Common Access Card
- U.S. Tribal or Bureau of Indian Affairs Identification Card
- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/Divorce
- Marriage Certificate (Government Issued)
- U.S. Government Issued Consular Report of Birth Abroad
- Foreign Passport with Appropriate Immigration Document(s)
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 - Resident Alien Card Issued Since 1997
- INS I-688 - Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

SECONDARY identification documents must be supported by at least **TWO** of the following **SUPPLEMENTAL DOCUMENTS**

- Utility Bill (Address)
- Jurisdictional Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Jurisdictional Public Assistance Card
- Spouse/Parent Affidavit
- Cancelled Check or Bank Statement
- Mortgage Documents

The Archdiocese of Los Angeles provides a guideline for children under eighteen, who volunteer to work with youth. This guideline may be found in the Administrative Handbook's section 9.6.2 – Youth Working or Volunteering with Children of Youth, which can be located on the website – <http://handbook.la-archdiocese.org/chapter-9/section-9-6/topic-9-6-2>.

HOW CAN I HOST A FINGERPRINTING SESSION(S) AT MY FACILITY?

1. Select a date with “Schedule is open for hosting” in the calendars located at the archdiocese fingerprinting website <http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx>
2. Email fingerprinting@la-archdiocese.org the date(s) requested with your pastoral region, church/school name, room or hall name, address and phone number for people to call to make and appointment.
3. Receive confirmation email with appointment sheet
4. Check website for accuracy and advise of any changes needed
5. Take appointments
6. Email the filled in appointment sheet to fingerprinting@la-archdiocese.org two days prior to the hosting date.

**For more information
contact the Fingerprinting
Department at**

fingerprinting@la-archdiocese.org

or call (213) 637-7411.



FORMS AND COST FOR FINGERPRINTING

If applicant is fingerprinted by the Archdiocese Fingerprinting Department, the ACC covers all costs of the live scan and VPIN record keeping. If you are fingerprinted by a third party vendor, then the applicant is responsible for the service fee.

A3950 – Penal Code – Background Check covers prior 10 years.

For volunteers not involved in supervising children – examples are Lectors, Eucharistic Ministers, and helpers in the Parish office. **(Cost: \$0.00)**

Paid personnel not involved in supervising children and not in a sensitive and confidential position – janitor, maintenance, gardener, office help, parent volunteers, catechists, and Director of Religious Education (DRE). **(Cost: \$0.00)**

Optional FBI check – use if the applicant has lived in another state within the last 10 years. **(Fee: \$15.00 for Volunteers or \$17.00 for Paid Personnel—billed to location)**

A3946 – Education Code – Background Check covers entire adult life of individual with both state and national checks.

For all who regularly supervise children – all clergy, teachers, coaches (paid or volunteer) and principals. Also, anyone in liturgical ministry responsible for training and guiding children.

(Fee: \$47/Volunteers/\$49/Personnel—billed to location)

Mail Code 07550 routes DOJ Secure Email responses to the Vicar of Clergy. Mail Code 09496 routes DOJ Secure Email responses to the Fingerprinting Department. All clergy, seminarians and men in diacolate formation must use Mail Code 07550. All others use Mail Code 09496.

A0448 – Health and Safety Code

All who work at a licensed preschool must also be fingerprinted under the Health and Safety Code, including staff, teachers and the pastor of the parish where this school is located.

DOJ/FBI report goes to the California Department of Social Services and is not received by the Archdiocese Fingerprinting Department. **(Fee: \$72.00)**

Non-archdiocesan Private Schools associated with Archdiocese of Los Angeles

Live scan fingerprinting services are extended to non-archdiocesan private schools as a courtesy.

The person being fingerprinted within this venue must provide the completed Live Scan Request Form.

The ORI number, mail code and billing number for the private school must be entered into the computer. DO NOT use the ORI, mail code, or billing number for the Archdiocese of Los Angeles.

DOJ fees are billed to the private school.

Fingerprinting Live Scan Operators do not accept payment from fingerprinting applicants. The parish and school is billed as assigned by their ORI# (Originating Case Agency Number).



ALL ABOUT THE APPLICANT QUESTIONNAIRE

The applicant questionnaire is utilized when an applicant is not able to go to an Archdiocese of Los Angeles fingerprinting session. The convenience of using the questionnaire is that the applicant can go to any location that offers live scan services. However, the applicant must follow the process outlined below:

- Download and save the applicant questionnaire located on our website: <http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx>. You must have Adobe Reader installed on your computer. **Please do not print the form nor complete the form by hand. Fill it out online.**
- Open the applicant questionnaire. Answer, and fill in the applicant's demographic and personal information. Please do not leave anything blank. If the answer is not applicable, please type N/A.
- Save the completed applicant questionnaire using the applicants LAST NAME, FIRST NAME format as the name of the file, for example (SMITH, JOHN.PDF) and email it to fingerprinting@la-archdiocese.org.
- The turnaround to receive a completed live scan application from the Fingerprinting Department is usually less than an hour during office hours, Monday-Friday 9:00 AM-5:00 PM.
- Print out two copies of the final request for Live Scan application and present it to any third party live scan vendor with your valid form of identification. Before being fingerprinted, please make sure the Fingerprinting Technician has entered all data correctly. After completing your live scan, the Fingerprinting Technician will sign, date and write the ATI number on both copies. The first copy of the live scan form is kept by the provider. The second copy is scanned, emailed to the Fingerprinting Department and returned to the applicant. The applicant must keep the original of the second copy for their records and is responsible for providing their school/parish with a copy of the final live scan application.
- When the background check is complete, the Fingerprinting Department will enter the information into the Volunteer and Personnel Information Network (VPIN).



ARCHDIOCESE FINGERPRINTING INFORMATIONAL WEBSITES

<http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx>

- * Who should be fingerprinted
- * LOGOS-V.P.I.N.
- * Forms of valid Photo Identification
- * Fingerprinting Schedule and Locations
- * How to use the Applicant Questionnaire
- * Fingerprinting Department Contacts

<http://handbook.la-archdiocese.org/chapter-9/section-9-3>

- ◆ 9.3.1– Clergy
- ◆ 9.3.2– Parish Personnel and Vendors
- ◆ 9.3.4– School Principals, Teachers and All Paid Personnel in Catholic Schools
- ◆ 9.3.5– Directors of Religious Education, Catechists, Confirmation Coordinators, Youth Ministers and Music Ministers
- ◆ 9.3.6– Parish Volunteers
- ◆ 9.3.7– School Volunteers
- ◆ 9.3.8– Men and Women Religious
- ◆ 9.3.9– Criminal Offender Record Information
- ◆ 9.3.10– No Longer Interested Notification
- ◆ 9.3.11– Volunteer/Personnel Information Network

**ARCHDIOCESE
FINGERPRINTING CONTACTS**

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