

Fingerprint Process – Steps to Follow

*Applicants are to be hired only *after* they have cleared the criminal history fingerprint search*

All educators, school staff, substitute teachers, and volunteer coaches MUST be fingerprinted.

- 1. Choose the closest diocesan-approved fingerprint vendor. Principals can view fingerprint agencies on the principal's website.
- 2. Applicants should fill out every page of the fingerprint paperwork.
(Certification Document, Authorization Form, Personal Information & Verification Form, & DCFS (CANTS) Form)
- 3. Principals must check the State Sex Offender Registry to ensure the applicant is not listed as a Registered Sex Offender. The dates and results of the search should be noted with the principal's signature on the bottom of the certification document (at the bottom of the page where it states "For School Use Only").
- 4. **A copy of these completed forms should be sent to the Office for Safe Environment *immediately*.** Without a copy of every form in the fingerprint packet, the Office for Safe Environment cannot release criminal history search results to the school.
- 5. The applicant should contact the fingerprinting agency to schedule an appointment.
- 6. Results can take up to 3 weeks to be received. Once the Office for Safe Environment has received criminal history results, the school will be notified and sent a copy of the report for the record keeping purposes. Should an individual have a conviction that disqualifies them from employment, the Director of Office for Safe Environment will immediately contact the pastor, principal, and applicant to discuss the conviction and subsequent disqualification.

***Note:** A criminal history search through electronic fingerprints does not expire. Once an individual has been fingerprinted through the diocese, the Office for Safe Environment will be immediately notified of any arrests or convictions through a rap-back feature provided through electronic communication included in the fingerprint process.

DCFS Checks expire every 5 years and must be renewed by having staff fill out the CANTS form and sending it to the Office for Safe Environment for processing.