



**SAINT MARY  
MAGDALEN**  
CATHOLIC CHURCH

## Safe Environment Certification Instructions

Thank you for your interest in becoming a diocesan employee and/or disciple volunteer!  
Visit <https://www.orlandodiocese.org/safe-environment/english/> to begin a two-step process.

**\*\*\*PLEASE NOTE\*\*\***

**You cannot submit fingerprints until you have completed the Safe Environment video and passed the quiz.  
Contact Melissa Findley in the parish office at 407.831.1212 for parish entity code.**

### Step 1: Safe Environment Video and Quiz

1. Watch a 25-minute Safe Environment Certification video.
2. When the video is complete, read the Diocesan Standards of Conduct and agree to terms.
3. Enter the Entity Code provided by your parish/school office.
  - a. Choose your role/applicant type: **volunteer, employee, vendor, clergy, or deacon.**
4. Click “next” to take the 20-question quiz. Passing scores are 80% and above.

If you pass, you may immediately download your certificate. Results will also be emailed to your diocesan entity and to the office of Human Resources. Once the Safe Environment Certification quiz is complete, a Fieldprint code will appear specific to your entity. Please copy or write down this Fieldprint code as you will need to enter it in the next step. If you fail the quiz, you will be directed to Step 1.

### Step 2: Fingerprinting

After completion of the Safe Environment Video and Quiz, visit [www.fieldprintflorida.com](http://www.fieldprintflorida.com) to register for your fingerprinting appointment. You will need an email address for this part of the process. Enter the Fieldprint Code on the “Reason for Fingerprinting” screen. Then complete Fieldprint registration and schedule your appointment.

- **Shared Email/Don't have Email:** Once an email is registered, it can be re-used for more than one person by simply signing in to Fieldprint using the same credentials. If you don't have email, contact Melissa for assistance.
- **Application Identification:** Name on application must match an unexpired government issued photo I.D. that you will bring with you to the fingerprinting site (A second I.D. will also be required. Site will list acceptable I.D.'s).
- **Location/Date:** All available dates/times/locations are posted in the online fingerprinting application. St. Mary Magdalen is one of many sites to fingerprint. If you have difficulty in finding a time slot that works for your schedule, contact Melissa.
- **Under 18:** A parent or legal guardian must be present when fingerprinted.
- **Payment:** St. Mary Magdalen receives an invoice for parishioners planning to help in a church ministry. If you wish to reimburse the church, please feel free to do so through the collection (\$41.75 disciple volunteer fee).
- **Late Candidate:** If you are more than three hours late for an appointment, the system will lock you out. Call Fieldprint to have your application unlocked. A \$12.50 fee will be charged.
- **Change/Cancel Appointments/Avoid Extra Fee:** When you register, you create a username/password in case you need to log back in to make any changes or to cancel more than 24 hours before the appointment time. Less than 24 hours, you will incur a \$12.50 Fieldprint charge.
- **30 Days:** You have 30 days in which to print, otherwise you will need to fill out a new application.
- **Illegible Prints:** Go online **immediately** to schedule another appointment without having to restart the process.
- **Fieldprint Customer Service:** (877) 614-4364
- **Clearance Notification:** Your clearance will be sent via e-mail from the Diocese of Orlando. If you don't receive notification within three weeks, contact Melissa. If you are a St. Mary Magdalen parishioner who picked an entity other than us on your application (Example: Bishop Moore), please provide a copy to the parish office. Clearances valid for 5 years.

**Questions/Check expiration date/Ensure documentation is on file:**

Melissa Findley in the parish office at 407.265.2311 or [MelissaF@StMaryMagdalen.org](mailto:MelissaF@StMaryMagdalen.org) for assistance.