



Dear Parish Volunteer/Employee,

The Diocese of Orange has required procedures for those who would like to volunteer or be employed at any Diocese of Orange Parish or School. These procedures are in place to help protect the most vulnerable of our society. The training and fingerprinting process is for all volunteers/employees who are 18 years of age and older who will have 'regular and consistent' contact with minors and/or the sick/homebound. Your volunteer time may be delayed if you have not completed both requirements. The process is outlined below:

1. Complete Safe Environment Training

- a. Log on to www.shieldthevulnerable.org to complete the online Safety Education Training. For first time users, you will create a log-in. The online training takes about 1.5 hours; you may save your progress and return to complete the training.
- b. If you are working with minors, complete the "Protect the Children" course.
- c. If you are working with the Sick and the Homebound, please select the "Protect Vulnerable Adults" course.
- d. Upon completion of the course, a certificate will be generated. You can either print a copy of the certificate and turn it into the Safe Environment Coordinator OR save the certificate on your computer as a PDF and email it to the Safe Environment Coordinator.
- e. This training needs to be renewed every 3 years.

2. Complete Fingerprinting

- a. Complete the "Safe Environment Applicant Information for Live Scan Form" attached. Turn completed form into the Safe Environment Coordinator at the parish. You will receive 3 Fingerprinting Live Scan forms.
- b. Take the forms along with your ID to a Live Scan operator (see the "Fingerprinting Locations for the Diocese of Orange" attachment for locations). There is a fee you will pay the Live Scan operator. The fee amount depends on which location you go to (\$15 or \$25 for volunteers and \$32 or \$42 for employees).
- c. Upon completion of fingerprinting, please return one copy of the Fingerprinting form to the Safe Environment Coordinator at the parish.
- d. Please note that it can take up to a couple of weeks for fingerprints to be processed so we suggest that you get fingerprinted at least 2 weeks before the start of your ministry to allow for processing time.

Sincerely,

St. Martín de Porres

Fingerprinting/Safe Environment Coordinator

DIOCESE OF ORANGE



Office of Child and Youth Protection
Pastoral Center
13280 Chapman Ave
Garden Grove, CA 92840
(714) 282-3125
FAX (714) 282-4221

naquero@rcbo.org

SCHEDULE OF FINGERPRINTING FEES

SCHOOLS

EMPLOYEE

ORI = **A4532**

Type of Application = **DIOCESAN SCHOOL EMPLOYEE, PRIEST, DEACON,
AND SEMINARIAN**

COSTS FOR SCHOOL EMPLOYEES

FEE = \$25
DOJ = \$32
FBI = \$17

TOTAL FOR EMPLOYEE = \$ 74

VOLUNTEER

ORI = **A4532**

Type of Application = **VOLUNTEER**

COSTS FOR SCHOOL VOLUNTEERS

FEE = \$25
DOJ = \$32
FBI = -----

TOTAL FOR VOLUNTEER = \$ 57

PARISHES

EMPLOYEE

ORI = **A4839**

Type of Application = **EMPLOYEE**

COSTS FOR PARISH EMPLOYEES

FEE = \$25
DOJ = \$ 0 no charge
FBI = \$17

TOTAL FOR EMPLOYEE = \$ 42

VOLUNTEER

ORI = **A4839**

Type of Application = **VOLUNTEER**

COSTS FOR PARISH VOLUNTEERS

FEE = \$25
DOJ = \$ 0 no charge
FBI = -----

TOTAL FOR VOLUNTEER = \$ 25



Fingerprinting Locations for Diocese of Orange

***Government fees may apply. Please see the table located on page 2 for further details.**

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City	Location Name	Address	Service type	Telephone	Hours	Rolling Fee
Anaheim	The UPS Store	675 N Euclid St.	Walk In	(657) 207-1167	Mon-Fri: 9:00am - 6:00pm, Sat: 9:30am - 3:00pm	\$15*
Anaheim	Pony Express Mail Station	1261 N. Lakeview Ave. Ste. J	Walk In	(714) 485-0080	Mon-Fri: 9:00am - 4:30pm, Sat: 9:00am - 12:30pm	\$25*
Anaheim	Immigration Plus Travel	1811 W Katella Ave. Ste. 211	Walk In	(714) 408-7657	Mon-Fri: 9:00am - 6:00pm, Sat: 9:30am - 3:00pm	\$25*
Anaheim	Anaheim Postal Place	532 N. Magnolia Ave.	Walk In	(657) 214-3052	Tues-Thurs: 9:00am - 7:00pm, Fri: 9:00am-1:00pm & 3:00-7:00pm Sat: 8:00am - 7:00pm	\$25*
Brea	The UPS Store	407 W. Imperial Hwy. Ste. H	Walk In	(714) 988-6004	Mon&Weds: 10:00am - 4:30pm, Tues&Thurs: 10am-3:45pm, Sat: 12:00pm - 5:00pm	\$25*
Cerritos	Cerritos Mailbox and More	11432 South St.	Walk In	(562) 210-0733	Tues-Thurs: 9:00am - 7:00pm, Fri: 9:00am-1:00pm & 3:00-7:00pm Sat: 8:00am - 7:00pm	\$25*
Costa Mesa	Mail To Go	675 N Euclid St.	Walk In	(949) 565-0474	Mon-Fri: 9:00am - 6:00pm, Sat: 9:30am - 3:00pm	\$25*
Fountain Valley	The UPS Store	18627 Brookhurst St.	Walk In	(657) 339-0021	Mon-Fri: 8:00am - 6:00pm, Sat: 8:30am - 4:30pm	\$25*
Fullerton	Xpress Mail Plus	315 N. Euclid St.	Walk In	(657) 500-6046	Mon-Fri: 9:00am - 6:00pm, Sat: 10:00pm - 2:00pm	\$25*
Garden Grove	Tony Song CPA	9252 Garden Grove Blvd. Ste. 20	Walk In	(657) 400-8066	Mon-Fri: 10:00am - 4:30pm Closed 12:00pm - 1:00pm	\$25*
Huntington Beach	The UPS Store	7071 Warner Ave. Ste. F	Walk In	(714) 477-1132	Mon-Fri: 8:00am - 5:30pm, Sat: 9:00am - 4:30pm	\$25*
Huntington Beach	The UPS Store	5942 Edinger Ave.	Walk In	(714) 316-0102	Mon-Fri: 8:00am - 6:30pm, Sat: 9:00am - 5:00pm	\$25*
Irvine	The UPS Store	2646 Dupont Dr., Ste.60	Walk In	(949) 232-1204	Mon-Fri: 7:30am - 7:00pm, Sat: 9:00am - 3:00pm	\$25*
La Habra	The UPS Store	2121 W. Imperial Hwy Ste. E	Walk In	(562) 315-8916	Mon-Fri: 9:00am - 6:00pm, Sat: 9:00am - 4:00pm	\$25*
Long Beach	The Mail Box	6457 E. Pacific Coast Hwy.	Walk In	(562) 296-4384	Mon-Fri: 7:30am - 6:00pm, Sat: 10:00am - 3:30pm	\$25*
Mission Viejo	JAE Mailbox	28771 Los Alisos Blvd. Ste. D-03	Walk In	(949) 525-4118	Mon-Fri: 9:00am - 6:00pm, Sat: 9:00am - 2:00pm	\$25*
Newport Beach	Mail, Gifts, & Wine	4533 Macarthur Blvd. Ste. A	Walk In	(949) 656-3317	Mon-Thurs: 10:00am - 6:00pm Fri: 10:00am - 5:00pm Sat: 1:00 - 5:00pm	\$25*
Newport Beach	The UPS Store	2549 Eastbluff Dr. Ste. B	Walk In	(949) 423-6694	Mon-Fri: 8:30am - 6:30pm, Sat: 11:00am - 3:00pm	\$25*



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City	Location Name	Address	Service type	Telephone	Hours	Rolling Fee
Placentia	The UPS Store	650 N Rose Dr.	Walk In	(714) 203-6420	Mon-Fri: 8:30am - 7:00pm, Sat: 9:00am - 5:00pm	\$25*
Rancho Santa Margarita	The UPS Store	22431 Antonio Pkwy Ste. B160	Walk In	(949) 546-7613	Mon-Sat: 10:00am - 4:30pm	\$25*
San Clemente	Post Stop	647 Camino De Los Mares Ste. 108	Call First	(949) 647-5893	Mon-Fri: 9:00am - 5:30pm	\$25*
San Juan Capistrano	The UPS Store	31878 Del Obispo Ste. 118	Walk In	(949) 354-0561	Mon-Fri: 9:30am - 5:30pm, Sat:10:00am - 2:00pm	\$15*
Santa Ana	Casapueblo Service Center	1926 S Main St.	Walk In	(657) 232-3926	Mon-Fri: 9:00am - 6:00pm	\$15*
Santa Ana	The Shipping Center	2781 W. MacArthur Blvd. Ste. B	Walk In	(657) 232-3902	Mon-Fri: 9:00am - 6:00pm, Sat: 9:00am - 4:00pm	\$25*
Tustin	Postal Annex	17602 17th St. Ste. 102	Walk In	(657)-232-3846	Mon-Fri: 8:30am - 6:30pm, Sat: 10:00am - 4:00pm	\$25*
Yorba Linda	The UPS Store	18340 Yorba Linda Blvd. Ste. 107	Walk In	(714) 203-6293	Mon-Fri: 9:00am - 5:00pm	\$25*

NOTE: If you would like an estimated cost for your Live Scan, please see the table below.

If you have any questions, call our customer support center at 1(800) 710-1934 or email support@certifixlivescan.com

Applicant type	Government fee	Rolling Fee
Diocese Parish Employee	\$17	Varies by location.
Diocese Parish Volunteers	Waived	Varies by location
Diocese School Employees	\$49	Varies by location
Diocese School Volunteer	\$32	Varies by location

Safe Environment Applicant Information For Live Scan Form

School/Parish: _____

Application Type (Circle One) Employee Volunteer

Name of Ministry: _____

Job Title (circle one below)		
Volunteer Catechist	Catholic School Teacher	Administrator
General Staff Member	Volunteer with Supervisor Duties	Volunteer
Multiple jobs/positions		Other

Personal Information

First Name: _____ Last Name: _____

Alias: _____

Drivers License #: _____ SSN#: _____

Date of Birth: _____ Place of Birth: _____

Physical Information

Height: _____ Hair Color: _____

Weight: _____ Eye Color: _____

Sex (Circle One) Male Female

Home Address Phone #: _____ Email: _____

Street: _____

City: _____ State: _____ Zip: _____

- Check all that apply:
- I will be working with children
 - I will be working with money
 - I will be driving a vehicle in the course of my volunteer/employee duties