



# DIOCESE OF ST. PETERSBURG

Pastoral Center

*Mailing Address:*  
Post Office Box 40200  
St. Petersburg, FL 33743-0200  
www.dosp.org

*Office:*  
6363 Ninth Avenue North  
St. Petersburg, Florida 33710  
727-344-1611  
Fax: 727-345-2143

From: The Office of Safe Environment  
To: All Diocesan Entities, Contractors, and others who require Fingerprinting Services  
Subject: Fingerprinting Instructions  
Date: January 10, 2017

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***ALL applicants who are required to be fingerprinted by the Diocese of St. Petersburg ("Diocese") must pay for this process at registration using a credit card.***

***(State and Federal Employees will have separate instructions)***

**Fee Structure:**

- ***Employees/Potential Employees - \$58.58***
- ***Covered Volunteers - \$51.00***
- ***Contractors*** (includes) vendor employees, covered volunteers, licensees, consultants, MOU personnel, employees and volunteers of non-diocesan schools/parishes, and others who provide products or services to the Diocese - ***\$58.58***

**Procedure for LEVEL II Fingerprinting:**

- Use the LINK to access the fingerprinting website <https://dospsep.org>
- This will bring you to the BIM Home page. ON THE LEFT is a box for APPLICANT REGISTRATION – the link says CLICK HERE TO PROCEED...

**Attachment #2 to Safe Environment Program Certification Upgrade Announcement date 1/10/2017**



The Roman Catholic  
Diocese of St.

Applicant registration  
This portal will allow you to preregister and schedule your background screening appointment.  
[Click here to proceed!](#)

1. This will bring you to the FLORIDA APPLICANT EXPERIENCE INSTRUCTIONS page
2. Read page/ CLICK on box at bottom
3. The next page that opens lists current location

select one of the following locations:

id	Livescan Vendor	Street	City	S
1	cabramslsvch			C
2	Carillon Office (ST Pete - Clwtr) - BIM	970 Lake Carillon Dr #300, St Petersburg, FL 33716	St Petersburg	F
3	Seminole Office-BIM	13789 Park Blvd	Seminole	F
5	Dade City-Pasco Center East (DC)	37733 Meridian Ave	Dade City	F
6	Hernando Outreach Center (HOC)	8370 Forest Oaks Blvd	Spring Hill	F
7	Tampa Center (TC)	2021 E. Busch Blvd	Tampa	F
8	Jeff Forbes Center (FC)	1213 16th Street North St	St Petersburg	F
9	San Jose Mission (SJM)	3204 N San Diego Lane	Dover	F
10	St. Michael The Archangel Catholic Church	8014 State Rd 52	Hudson	F
11	Clearwater Gorn Postal - BIM	1550 McMullen Booth Rd	Clearwater	F
12	Palm Harbor Gorn Postal-BIM	35595 US Hwy 19 N	Palm Harbor	F
13	New Tampa Office-BIM	8875 Hidden River Pkwy	Tampa	F

select a Date and then an available time in the listbox to the right after selecting the date the

S	January 2017							E
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
25	26	27	28	29	30	31		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31	1	2	3	4		

- a. Choose LOCATION you wish to use
- b. On the CALENDAR, choose a date - that opens the available TIMES column
- c. Choose the TIME you wish to go to the appointment
- d. CLICK to continue
- e. The next page shows the DATE/TIME/LOCATION of your appointment
- f. Choose your APPLICANT TYPE from the list
- g. Choose your LOCATION (where you work/volunteer)
- h. CLICK to go forward

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- i. Fill in all DEMOGRAPHIC information  
EMPLOYER NAME is the LOCATION (if you are a volunteer use PARISH/SCHOOL you are being printed for)  
OCCUPATION – if you are an employee, list your job title, if you are a VOLUNTEER, use VOLUNTEER
- j. REASON is BACKGROUND CHECK
- k. Continue to WAIVER – fill out all information
- l. Continue to PAYMENT method

**Once your Payment has processed, you are ready for your appointment. If you cannot make the time/date you have chosen, you may go to any other listed location – PLEASE call to be sure of availability at the location.**

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