

First Time Parent Volunteers

(Have **NOT** had fingerprints before)

Parent Volunteer Requirements

Active: Homeroom Mom, field trip chaperones, classroom readers, sports volunteers, Picture Lady, cafeteria, Dad's Club, Liturgy mom, carnival, etc. Any type of contact with students.

*****If you want to be a substitute teacher/after school program, you must see Marlene Lanzetta. You cannot use these codes.**

Requirements: Background clearance check via LiveScan and Protecting God's Children Workshop

1. Complete criminal background check form (2 pages) and **return to office prior to live scan appointment. Attention: Stephanie Thomas**
❖ **IMPORTANT:** If you do not submit your form to Stephanie Thomas or complete your fingerprints within 6 months of returning the form, the form/fingerprints will be invalid. You will have to submit a new form or redo your fingerprints and be charged again.
2. Set up a LiveScan appointment at a convenient time and place.

LiveScan Locations:

- MorphoTrust USA
www.identogo.com
(Closest location San Pablo and Beach-UPS store)
VECHS number : **16040011**
 - Fieldprint, Inc.
www.fieldprintflorida.com
(Closest location in Arlington and Baymeadows)
Code: **FPStAugustineVol** (case sensitive)
3. Attend Protecting God's Children workshop. Go to www.virtus.org to register for a convenient time and location. You can take this class before you have completed your fingerprints. Send in a copy of your certificate to the office upon completion.

Once we receive your LiveScan, you will receive an email (using the email provided on the LiveScan form) from Stephanie Thomas regarding your status. Please note: The process can take several weeks depending on the time of year.