FINGERPRINTING INSTRUCTIONS
& SAFE ENVIROMENT TRAINING

Fingerprinting Instructions -

A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS® Online

1. Go to Virtus Online VIRTUS® Online (Virtusonline.org)
2. You will either need to create an account by selecting First Time Registrant or sign in if you already have an existing account.
3. Once logged in click the link that reads - Click here to register for the fingerprinting process.

    - **Note**: Payment will be required during registration (fingerprinting locations do not accept payments).

4. Select New Applicant.
5. Read through definitions to know your **Applicant type**. (You will be asked about this later).
6. Select your location, date and time for your fingerprinting appointment.
7. Choose your **Applicant type** – Please read carefully.
8. Provide information needed for background check
9. You will then be required to enter in all current and accurate information, including your United States issued Social Security Number.
10. Sign Policies.
11. You will receive appointment confirmation at the end. Please bring your Identification to your appointment.

    - If you **need to reschedule** this appointment, call your fingerprinting site or Elizabeth Croce at 941-441-1104. If you book a second appointment you will be charged a second time.

Note: For any **School Employees**, **School Contractors** and **School Clergy**, you will be required to fingerprint a second time for the Clearinghouse. Please be sure to bring with you your Live Scan form provided by the school to your fingerprinting appointment.

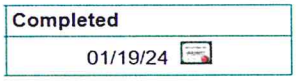
Safe Environment Training -

A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS® Online

1. Log in to your Virtus Online account- VIRTUS® Online
2. On the home page click the green box labeled **Current Training**.
3. Begin **Protecting God's Children Online Awareness 4.0**

Note: this will take approximately 45 minutes to complete, please allow yourself enough time to do so before starting. Once completed, you can access a copy of your certificate by clicking on the Home tab then click the green box labeled Training History. There will be a tiny picture of a certificate next to the completed date. Click the Certificate.

Example:



DIOCESE OF VENICE FINGERPRINTING LOCATION'S

Ave Maria Parish - (239) 261-5555

5078 Pope John Paul II Blvd Suite 107 Ave Maria, FL 34142

Catholic Center - (941) 441-1104

1000 Pinebrook Venice, FL 34285

Incarnation Parish - (941) 921-6631

2929 Bee Ridge Rd Sarasota, FL 34239

Our Lady Queen of Heaven Parish - (239) 693-0818

355 S. Bridge Rd Sarasota, FL 33935

Resurrection Of Our Lord Parish - (239) 481-7171

8121 Cypress Lake Dr Fort Myers, FL 33919

San Antonio Parish - (941) 624-3799

24445 Rampart Blvd Pot Charlotte FL 33980

St. Catherine Parish - (863) 385-0049

882 Bay St Sebring, FL 33870

St. Francis Cabrini Parish - (941) 776-9097

12001 69th Street Parish Florida, 34219

St. Peter the Apostle Parish - (239) 774-3337

5025 Rattlesnake Hammock Rd Naples, FL 34113

St. Francis Xavier Parish - (239) 337-2161

2133 Heitman St Fort Myers, FL 33901

St. Joseph Parish - (941) 756-3732

2704 33rd Ave W Bradenton, FL 34205