

# **ST. STEPHEN CATHOLIC SCHOOL**

**10424 SAINT STEPHEN CIRCLE**

**RIVERVIEW, FL 33569**

**SSCSFL.ORG**

**813-741-9203**



## **Process for FINGERPRINTING**

For fingerprinting, ALL applicants pay for this process at registration using a credit card. *Employees \$58.58, Volunteers \$51.00, Contractors/Vendors \$58.58*

The following is the procedure for LEVEL II Fingerprinting for all employees, potential employees, and covered volunteers:

Use the link: [dosp-scheduler.fingerprintlocations.com/landing](https://dosp-scheduler.fingerprintlocations.com/landing)

This will bring you to BIM home page. Click on the box to the left Start New Application.

Please read the Florida Applicant Experience and click on that you have read and agree to the terms and click continue.

Choose the location you wish to use.

Click on the arrow to your right and then a calendar will pop up. Choose a date and it will open the available times column and pick the time you wish to go. (If you want them done at St. Stephen Catholic Church, please select a Friday date)

Choose your Applicant type

Choose the location where you will be working or volunteering.

Click continue

Please fill in your demographic information and click continue.

Reason is Background Check

Continue to Waiver and fill out the information.

Click continue

Continue to payment method.

Once your payment has processed you are complete and ready for your appointment.

Please print the QR code and bring it with your driver's license to your appointment.

For questions about the results or other school related questions, please contact Karen Biase at [kbiase@sscsfl.org](mailto:kbiase@sscsfl.org) or 813-741-9203 ext 1100

For other questions or concerns about the process, please contact Kim Sbarra, Fingerprinting Department, Diocese of St. Petersburg, 727-344-1611 ext 5303 or email [ks@dosp.org](mailto:ks@dosp.org)

