## 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 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...

Applicant registration

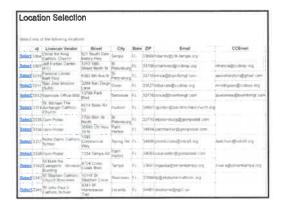
This portal will allow you to preregister and schedule

your background screening

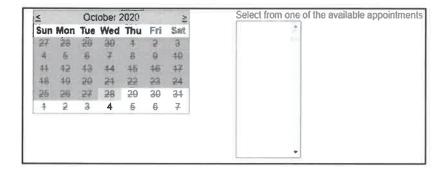
appointment.

Click here to proceed

- This will bring you to the DOSP FLORIDA APPLICANT EX-PERIENCE page , CLICK on the box to the right CLICK HERE FOR NEW
- 2. Read page, CLICK on the checkbox at the bottom to certify that you have read and understood the instruction



- 3. Choose LOCATION you wish to use
- 4. On the CALENDAR, choose a date an it will opens the available TIMES column, pick the time you wish to go



- 5. Choose the box CLICK TO CONTINUE
- 6. Choose APPLICANT TYPE
- 7. Choose LOCATION (where you will be working or volunteering)
- 8. CLICK to go forward
- 9. Fill in the DEMOGRAPHIC information. EMPLOYER NAME is the LOCATION if you are a volunteer use the PARISH or SCHOOL you are being printed for ,OCCUPATION if you are an employee, list your job title, if you are a VOLUNTEER use VOLUNTEER
- 10. Reason is BACKGROUND CHECK
- 11. Continue to WAIVER and fill out the information
- 12. Continue to PAYMENT method

Once your payment has processed, you are ready for your appointment. If you cannot make the day/time you have chosen, you may go to any other listed location. <u>PLEASE</u> call to be sure of availability at that location.

For questions about the results or other school related questions, please contact Karen Biase at *kbiase @sscsfl.org*. 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*.

