

# DIRECTIONS TO GET ELECTRICALLY RESCREENED/FINGERPRINTED 11/11/2015

1. Here is the link:

<https://fingerprint.fadv.com/fpWebApp/webPages/module/home/redirect.jsf>

If you point on the link and do Ctrl the finger should be over the link and then click with your mouse and it should come up.

Sign in: diov

Password: Password1

2. During registration, you will be asked: have you ever been fingerprinted for Diocese of Venice – answer **YES**. Enter first name, last name and SS number (do not use dashes or spaces). Select **SEARCH** (when you select search the database searches for your prints)

3. You will receive the message: fingerprints found – prints can be reused. If you do not receive this message please contact Cara Smith, Background Screening Coord at 941-441-1104. Once prints were found for reuse, select next.

4. The next page is the Florida Applicant Experience – Disclosure. Towards the bottom of the page you will be asked – Has a national criminal history background check on you been previously requested – answer **YES**. Name of previous entity and address is: Diocese of Venice, 1000 Pinebrook Road, Venice, FL 34285

5. Finish completing the rest of the registration form. You will be asked to sign the waiver using your mouse. If you put the arrow in the box for signature and hold down your mouse you will be able to sign. Do your best, it will not look like a normal signature.

6. There is no longer a barcode receipt but you will be asked to pay. The cost should be for volunteer renewal - \$40.00 and employee renewal - \$47.50. If you were charged incorrectly call First Advantage Customer Support at 877-323-8885. You will receive a notice that your payment was received successfully. Make sure you select next to finish your registration process.

7. The last step, you will receive your confirmation receipt, the showing that you completed your registration and your 5 year reuse process is done. You do not have to go and be physically fingerprinted. The individual does not have to do anything further and I will receive the clearance as usual. If your reuse of prints comes back as illegible, you WILL have to go to a service center and be physically fingerprinted.

Thank you!

Cara Smith  
Background Screening Coord.  
941-441-1104