

Fingerprinting & Background Check **SAFE ENVIRONMENT**

**for Staff and Volunteers who have contact with
Minor Children & Vulnerable Adults**

7 STEPS TO FOLLOW

☐ **STEP 1: Parish Volunteer Registration.** If you are not currently registered at Saint Bonaventure Parish, fill out the registration form enclosed in this packet and return to the Parish Center office. Even if this is not the church you attend we need to register you for tracking purposes in our database. If you are non-Catholic or belong to another church you will be listed as inactive.

☐ **STEP 2: Application.** Complete the “Safe Environment Applicant Information for Live Scan Form” and bring it back to the parish center office or you can submit via email at safeenvironment@stbonaventure.org.

☐ **STEP 3: Live Scan Form.** After you submit your completed Safe Environment Applicant Information For Live Scan Form, the safe environment coordinator will provide you with 3 copies of the Live Scan Fingerprinting Form. This form can be picked up in person or emailed to you.

☐ **STEP 4: Fingerprinting.** See enclosed list of all locations for fingerprinting. Please remember to bring the following with you to the fingerprinting place (see enclosed sheet for more details on requirements for fingerprinting):

- ___ Completed REQUEST FOR LIVE SCAN form completed (3 copies)
- ___ Valid Photo ID
- ___ Fee Payment

☐ **STEP 5: Safe Environment Training Class.** Completion of the Live or Online Safe Environment Training Course is required prior to commencement of volunteer service and must be repeated every three (3) years for employees and volunteers over the age of 18.

☐ **STEP 6 (Optional): Volunteer Driver Forms.** If you will be driving for the church in the course of your volunteer duties you also need to complete the following 4 items:

- ___ Completed VOLUNTEER DRIVER FORM
- ___ Copy of Valid California Driver's License
- ___ Copy of Valid Automobile Insurance Card
- ___ Defensive Driving Online Course Certificate

See enclosed sheet with more detailed information on Volunteer Driver requirements.

☐ **STEP 7: Return Paperwork.** When complete, return all paperwork to the parish center office or you can submit via email at safeenvironment@stbonaventure.org

QUESTIONS? You may contact the Safe Environment Coordinator, Adrienne Coerper at (714) 846-3359, Ext. 435 or safeenvironment@stbonaventure.org

Safe Environment Applicant Information For Live Scan Form

School/Parish: _____

Application Type (check one)

☐ Employee

☐ Volunteer

Job Category (check one below)

☐ Volunteer Catechist

☐ Catholic School Teacher

☐ Administration

☐ General Staff Member

☐ Volunteer with
Supervisor Duties

☐ Volunteer

☐ Employee with
Multiple Jobs/Positions

☐ Employee Other

Ministry Name: _____ Start of ministry date: _____

(i.e. Religious Education, Pastoral Care, Eucharistic Minister to the Sick, VN Eucharistic Youth, etc.)

PERSONAL INFORMATION

(full legal name required — as it appears on your government issued I.D.)

First Name: _____ Middle: _____ Last Name: _____

(please list any nicknames and/or maiden name)

Alias/Maiden Name: _____ Drivers License #: _____

Date of Birth: _____ Social Security #: _____

PHYSICAL INFORMATION

Height: _____ Hair Color: _____

Weight: _____ Eye Color: _____

Sex (check one)

☐ Male

☐ Female

HOME ADDRESS

Street: _____

City: _____ State: _____ Zip: _____

Place of Birth: _____

Phone: _____ Email: _____

Check all that apply:

☐ I will be working with children

☐ I will be working with money

☐ I will be driving a vehicle in the course of my
volunteer/employee duties



Fingerprinting Locations for Diocese of Orange

*Government fees may apply. Please see the table below further details

City	Location Name	Address	Service type	Telephone	Hours	Rolling Fee
Anaheim	Anaheim Postal Place	532 N Magnolia Ave.	Walk-In	(714) 229-0024	Mon-Thur: 11am-6pm; Fri: 11am-1pm & 3pm-6pm; Sat: 10am-6pm; Sun: 10am-2pm	\$25.00
Anaheim	Belmudez Tax Service	1917 E. La Palma Ave.	Walk-In	(714) 817-9604	Mon-Fri: 10am-6pm; Sat: 10am-4pm	\$25.00
Anaheim	Immigration Plus Travel	1811 W Katella Ave., Ste. 211	Walk-In	(714) 491-0781	Mon-Fri: 9:30am-5pm; Sat: by appt	\$25.00
Anaheim	Pony Express Mail Station	1261 N. Lakeview Ave. Ste. J	Walk-In	(714) 777-4120	Mon-Fri: 9am-4:30pm; Sat: 9am-12pm	\$25.00
Anaheim	The UPS Store 4932	675 N Euclid St.	Walk-In	(714) 520-9090	Mon-Fri: 9am-6:30pm; Sat: 9:30am-4pm	\$25.00
Cerritos	Cerritos Mailbox and More	11432 South St.	Walk-In & Appointments	(562) 402-8387	Mon-Fri: 9:30am-6pm; Sat: 10:30am-2:30pm	\$25.00
Costa Mesa	Mail To Go	427 East 17th St. Ste. F	Appointment	(949) 645-6245	Mon-Fri: 10:30am-4:30pm; Sat: 10:30am-2pm	\$25.00
Fountain Valley	Mail Shipping Etc.	11037 Warner Avenue	Walk-In	(714) 852-3309	Mon-Fri: 10:30m-5pm; Sat: 12pm-2pm	\$25.00
Fountain Valley	The UPS Store 0351	18627 Brookhurst St.	Appointment	(714) 968-4087	Mon-Fri: 8am-6pm; Sat: 8:30am-4:30pm	\$25.00
Fullerton	International Mailbox	1519 E. Chapman Ave.	Walk-In	(714) 992-2911	Mon-Fri: 9am-5:30pm; Sat: 10am-3pm	\$25.00
Fullerton	The UPS Store 4097	2271 W. Malvern Ave.	Walk-In	(714) 870-4100	Mon-Fri: 8:30am-7:30pm; Sat: 9am-6pm; Sun: 10am-3pm	\$25.00
Garden Grove	Certifix Garden Grove	9252 Garden Grove Blvd. Suite 19	Walk-In	(714) 621-5516	Mon-Fri: 8:30am-1pm and 1:30pm-4:30pm	\$15.00
Huntington Beach	The UPS Store 6849	5942 Edinger Ave. Ste. 113	Walk-In	(714) 840-0880	Mon-Fri: 8am-6:30pm; Sat: 9am-5pm, Sun: 11am-4pm	\$25.00
Huntington Beach	The UPS Store 0015	7171 Warner Ave. St B	Walk-In	(714) 477-1132	Mon-Fri: 10am-5:30pm; Sat: 10am-3:30pm	\$25.00
Irvine	Aim Mail Center 58	5319 University Dr	Walk-In	(949) 552-5285	Mon-Fri: 8:30am-6pm; Sat: 10am-4pm	\$25.00
Irvine	The UPS Store 6776	2646 Dupont Dr., #60	Walk-In	(949) 387-7522	Mon-Fri: 7:30am-7pm; Sat: 9am-3pm	\$25.00
La Habra	The UPS Store 4403	2121 W. Imperial Hwy Ste. E	Walk In	(562) 266-3600	Mon-Fri: 10am-6pm; Sat: 10am-5pm	\$25.00
La Mirada	The UPS Store 7047	12263 La Mirada Blvd	Walk-In & Appointments	(562) 758-3337	Mon-Fri: 9am-6:30pm; Sat: 10:30am-3pm	\$25.00
Lake Forest	The UPS Store 0026	25422 Trabuco Rd. Ste. 105	Walk-In & Appointments	(949) 859-7193	Mon-Fri: 10am-6pm, Sat: 10am-4pm	\$25.00

Long Beach	The Mailbox - Long Beach	6475 E Pacific Coast Hwy.	Walk-In & Appointments	(562) 493-2489	Mon-Fri: 9am-5:30pm; Sat: 10am-2pm	\$25.00
Newport Beach	Mail, Gifts, & Wine	4533 Macarthur Blvd. Ste. A	Walk-In	(949) 955-9171	Mon-Thu: 10am-6pm; Fri: 10am-5pm	\$25.00
San Clemente	The Post Stop	647 Camino De Los Mares Ste. 108	Appointment	(949) 493-1636	Mon-Fri: 9am-5:30pm	\$25.00
San Juan Capistrano	The UPS Store 0041	31878 Del Obispo Ste. 118	Walk-In	(949) 240-1131	Mon-Fri: 11:30am-5:30pm; Sat: 11:30pm-2pm	\$15.00
Santa Ana	Casapueblo Service Center	1901 S Main St.	Walk In	(714) 432-8282	Mon-Fri: 9am-6pm	\$15.00
Santa Ana	EMG Notary & Tax Services	1420 E Edinger Ave Ste 113	Appointment	(949) 874-9241	Mon-Fri: 9am-6pm; Sat: 9am-2pm	\$25.00
Santa Ana	Janet Insurance Services	1412 West Edinger #C	Walk-In	(714) 417-0177	Mon-Fri: 9:15am-7:15pm; Sat: 9am-6pm	\$15.00
Santa Ana	The Shipping Center	2781 W. MacArthur Blvd. Ste B	Walk-In & Appointments	(714) 545-7100	Mon-Fri: 9am-6pm; Sat: 9am-4pm	\$25.00
Tustin	Postal Annex 44	17602 17th St. Ste. 102	Walk-In	(714) 838-9566	Mon-Fri: 8:30am-5pm; Sat: 10am-4pm	\$25.00
Westminster	Phuc Loc Pakmail 16020	9191 Bolsa Ave, Ste #120	Walk-In & Appointments	(714) 373-9191	Mon-Fri: 10am-5pm	\$25.00
Yorba Linda	Daily Live Scan	4676 Lakeview Ave Suite 109A	Walk-In & Appointments	(714) 717-9873	Mon-Fri: 9am-6pm; Sat-Sun: 10am-5pm	\$25.00

If you would like an estimated cost for your Live Scan, please see the table.	Applicant type	Government fee
	Diocese Parish Employee	\$17
	Diocese Parish Volunteers	Waived
	Diocese School Employees	\$49
Diocese School Volunteer		\$32

Our customer support center is available
Mon-Fri: 8am-6pm and Sat: 9am-3pm
1(800) 710-1934 or email support@certifixlivescan.com

CMGConnect

DIOCESE OF ORANGE

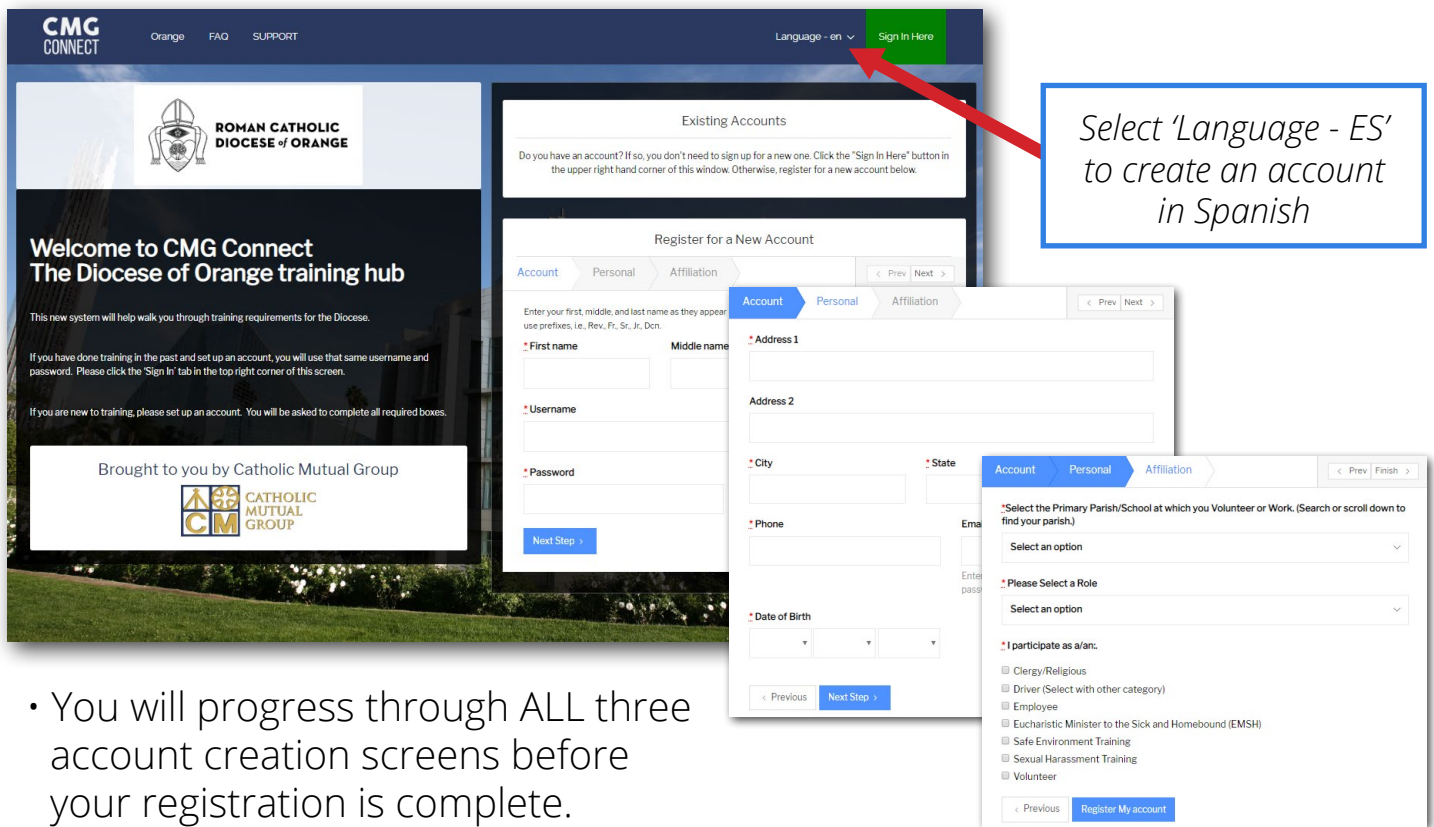


Safe Environment Training End-User Instructions

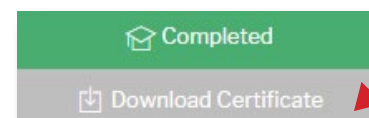
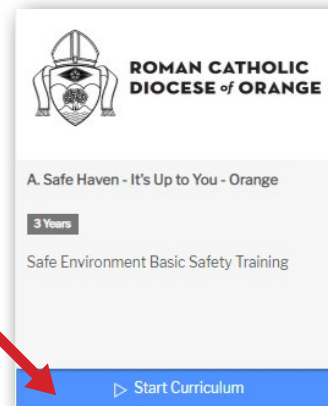
Getting Started:

1. Go to <https://orange.cmgconnect.org/>
2. Create a new account by completing all the boxes under "Register for a New Account." This includes address, primary parish, and how you participate at your parish or school.
3. Under the Affiliation tab in the I participate as a/an: section, click on the **Safe Environment Training** box. If you have questions please contact your parish/school coordinator.
4. Your main learning dashboard will show you all of the requirements and optional training curriculums that have been customized for your particular role within the Diocese.
5. Click **Start Curriculum** for the Safe Environment Training.
6. Once training is completed, you can access your completion certificate by returning to the training dashboard and clicking **Download Certificate**.





- You will progress through ALL three account creation screens before your registration is complete.
- Select **Safe Environment Training** for your participation category, in addition to any other applicable categories.
- On your main dashboard, you will click **Start Curriculum** for the "A. Safe Haven - It's Up to you - Orange" curriculum.
- Complete the training sections—as you work through they will show as 'Done' in each box.
- When finished with training, click the 'Dashboard' tab on the left. You can download and print your certificate under the completed module.



<https://Orange.CMGconnect.org/>

MEMBERSHIP REGISTRATION FORM

FAMILY LAST NAME[illegible]

CITY	ZIP CODE
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EMAIL _____

HOME PHONE # (AREA CODE) _____CELL PHONE # (AREA CODE) _____

OCCUPATIONS

PRIMARY LANGUAGE SPOKEN IN THE HOME

NAMES <i>(List adults first, then children living at home)</i> <i>include last name if different from family name</i>	RELATIONSHIP <i>(to head of household)</i>	MARITAL STATUS	RELIGION	MALE / FEMALE	WORK PHONE NUMBER	BIRTHDATE MM/DD/YYYY	SACRAMENTS RECEIVED		
							BAPTISM	1ST COM.	CONFIRM.
(HEAD OF HOUSEHOLD)				☐ M ☐ F			☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO
				☐ M ☐ F			☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO
				☐ M ☐ F			☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO
				☐ M ☐ F			☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO
				☐ M ☐ F			☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO
				☐ M ☐ F			☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO
				☐ M ☐ F			☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO

REQUEST SUNDAY ENVELOPES? ☐ YES ☐ NO

HOW CAN WE SERVE YOU? =====

COMMENTS, QUESTIONS, CONCERNS, INTERESTS OR SPECIAL NEEDS:

This image shows a single page from a notebook or ledger. It features ten evenly spaced horizontal black lines across its width, providing a guide for writing. The margins are uniform on all sides, and there is no handwriting or other markings present.

FOR OFFICE USE ONLY

DATE ENTERED	MEMBER ID
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VOLUNTEER DRIVER FORM

Name of Driver: _____

Driver's Date of Birth: _____

Driver Address: _____
(Street and Apt or Suite number if applicable)

(City) (State) (Zip)

Driver Phone: _____ Driver Email: _____

Driver License #: _____ State Issued: _____

Year, Make & Model of Vehicle: _____

Insurance Company's Name: _____

Liability Limits: _____
(Minimum Limits of \$100,000/\$300,000 Required)

In order to provide for the safety of those we serve, we must ask each volunteer to answer the following questions:

- | | TRUE | FALSE |
|--|--------------------------|--------------------------|
| 1. I have NOT had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years. | ☐ | ☐ |
| 2. I have NOT had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years. | ☐ | ☐ |
| 3. I have had no more than three moving violations or accidents in the last three years. | ☐ | ☐ |

Please be aware that as a volunteer driver, your insurance is primary. Please attach a copy of your current driver's license and insurance along with this form.

Thank you for helping us with our transportation needs.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for Church ministry or Diocesan School events is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be at least 25 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

Volunteer Driver Signature

Date