



DIOCESE OF ST. PETERSBURG

Pastoral Center

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January 09, 2017

From: The Office of Safe Environment

Process 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...

File Edit View Favorites Tools Help



The Roman Catholic
Diocese of St.

Applicant registration

This portal will allow you to preregister and schedule your background screening appointment.

[Click here to proceed!](#)

1. This will bring you to the FLORIDA APPLICANT EXPERIENCE INSTRUCTIONS page
2. Read page/ CLICK on box at bottom
3. The next page that opens lists current location

Select one of the following locations:

	id	Livescan Vendor	Street	City	S
select	1	cabramslsvch			C
select	2	Carillon Office (ST Pete - Clwtr) - BIM	970 Lake Carillon Dr #300, St. Petersburg, FL 33716	St Petersburg	F
select	3	Seminole Office-BIM	13799 Park Blvd	Seminole	F
select	5	Dade City-Pasco Center East (DC)	37733 Meridian Ave	Dade City	F
select	6	Hernando Outreach Center (HOC)	8370 Forest Oaks Blvd	Spring Hill	F
select	7	Tampa Center (TC)	2021 E. Busch Blvd	Tamp	F
select	8	Jeff Forbes Center (FC)	1213 16th Street North St	St Petersburg	F
select	9	San Jose Mission (SJM)	3204 N San Diego Lane	Dover	F
select	10	St. Michael The Archangel Catholic Church	8014 State Rd 52	Hudson	F
select	11	Clearwater Goin Postal - BIM	1550 McMullen Booth Rd	Clearwater	F
select	12	Palm Harbor Goin' Postal-BIM	35595 US Hwy 19 N	Palm Harbor	F
select	13	New Tampa Office-BIM	8875 Hidden River Pkwy	Tampa	F

Select a Date and then an available time in the listbox to the right after selecting the date the

January 2017								
<	Sun	Mon	Tue	Wed	Thu	Fri	Sat	>
	25	26	27	28	29	30	31	
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31	1	2	3	4	

- Choose LOCATION you wish to use
- On the CALENDAR, choose a date - that opens the available TIMES column
- Choose the TIME you wish to go to the appointment
- CLICK to continue
- The next page shows the DATE/TIME/LOCATION of your appointment
- Choose your APPLICANT TYPE from the list
- Choose your LOCATION (where you work/volunteer)
- CLICK to go forward
- Fill in all DEMOGRAPHIC information
EMPLOYER NAME is the LOCATION (if you are a volunteer use PARISH/SCHOOL you are being printed for)
OCCUPATION – if you are an employee, list your job title, if you are a VOLUNTEER, use VOLUNTEER
- REASON is BACKGROUND CHECK
- Continue to WAIVER – fill out all information
- Continue to PAYMENT method

Once your Payment has processed, you are ready for your appointment. IF you cannot make the time/date you have chosen, you may go to any other listed location – PLEASE call to be sure of availability at the location. T