



# DIOCESE OF ST. PETERSBURG

Pastoral Center

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January 09, 2017

From: The Office of Safe Environment  
Re: Process for FINGERPRINTING

***ALL applicants pay for this process at registration using a credit card. Employees \$58.58, Volunteers \$51.00 and 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
<a href="#">select</a>	1	cabramslsvch			C
<a href="#">select</a>	2	Carillon Office (ST Pete - Clwtr) - BIM	970 Lake Carillon Dr #300, St. Petersburg, FL 33716	St Petersburg	F
<a href="#">select</a>	3	Seminole Office-BIM	13799 Park Blvd	Seminole	F
<a href="#">select</a>	5	Dade City-Pasco Center East (DC)	37733 Meridian Ave	Dade City	F
<a href="#">select</a>	6	Hernando Outreach Center (HOC)	8370 Forest Oaks Blvd	Spring Hill	F
<a href="#">select</a>	7	Tampa Center (TC)	2021 E. Busch Blvd	Tamp	F
<a href="#">select</a>	8	Jeff Forbes Center (FC)	1213 16th Street North St	St Petersburg	F
<a href="#">select</a>	9	San Jose Mission (SJM)	3204 N San Diego Lane	Dover	F
<a href="#">select</a>	10	St. Michael The Archangel Catholic Church	8014 State Rd 52	Hudson	F
<a href="#">select</a>	11	Clearwater Goin Postal - BIM	1550 McMullen Booth Rd	Clearwater	F
<a href="#">select</a>	12	Palm Harbor Goin' Postal-BIM	35595 US Hwy 19 N	Palm Harbor	F
<a href="#">select</a>	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 which 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.**