

SAINT BONAVENTURE PARISH SAFE ENVIRONMENT REQUIREMENTS

DATE: July 2015 – June 2016

TO: Saint Bonaventure volunteers and employees volunteering in a ministry with minor children including trusted adults. A trusted adult is anyone who may be around children more than one time where the child sees you as a trusted adult.

FROM: Carol McDermott: Safe Environment Coordinator and Record Custodian for St. Bonaventure Parish. Any questions please feel free to contact me at: (714) 846-3359 x 0 or x 479 or e-mail: SafeEnvironment@stbonaventure.org

ALL VOLUNTEERS AND EMPLOYEES WHO WORK WITH CHILDREN UNDER THE AGE OF 18 MUST COMPLY WITH THE FOLLOWING:

THE FOLLOWING REQUIREMENTS ARE MANDATED BY OUR BISHOP KEVIN VANN AND MUST BE COMPLETED BEFORE YOU BEGIN TO VOLUNTEER.

1. REGISTER WITH SAINT BONAVENTURE PARISH:

If you are not currently registered at Saint Bonaventure Parish, fill out the registration form and return to Carol McDermott at the parish center office. Even if this is not the church you attend we need to register you for tracking in our data base.

2. MUST BE FINGERPRINTED WITH THE DIOCESE OF ORANGE:

Fingerprint Application for Live Scan

This form is in this packet. Fill out the form and give to Carol. She will generate three copies from the Diocesan Data Base of the form you fill out. You take all **three copies** to the fingerprinting site of your choice but **make sure it is one that the diocese approves**. Check the list of agencies from the packet given to you. After your fingerprints have been taken, the live scan attendant will keep one copy; you keep one copy for your records and return the third copy to Carol at the parish center.

Remember: The fingerprint agency will only accept the three copies Carol generates for you with your personal OCA number on it.

Fingerprint Locations:

Enclosed in this packet are directions for fingerprint locations: There are some sites where appointments are necessary and others where you can walk in without an appointment. **Use only the sites on the sheet.**

Fingerprint Fees: Parish volunteers are charged a fee at the site for fingerprinting. Bring cash or check and your current driver's license or photo identification. Fingerprinting fees are enclosed in packet. Usual fee for a volunteer with the parish is \$15.00. Fingerprinting can take up to 4-6 weeks or longer, if taken at the busy times like September and October, to clear so plan to go early.

If you plan to volunteer with the school as well as the parish you must go to the school office to process fingerprinting. The school has a more extensive background check and the fee is \$47.00 for a volunteer.

3. SAFE ENVIRONMENT CLASS: "SHIELD THE VULNERABLE"

Each volunteer must complete "Shield the Vulnerable Class". (Protect Children course #706) The class is offered in English and Spanish on-line at www.shieldthevulnerable.org. The instructions are given to you in this packet. When you have completed the on-line class print out a certificate and bring to Carol at the parish center for her to process. You may e-mail the certificate if it comes out clear.

If for some reason you cannot take this class on line contact Carol at the parish center and she will be happy to find a class for you to attend. At the class the instructor will give you a form with the date stating you have completed the class. Take this form to Carol at the parish center for her to process. **This class is good for four years only and must be repeated before the date expires or you will become in-active and cannot volunteer until you are compliant.**

4. DIOCESAN POLICY AGAINST SEXUAL MISCONDUCT HANDBOOK:

Each volunteer will be given a copy of the **Diocesan Policy against Sexual Misconduct Handbook** when they come into the parish center to begin fingerprinting process. **Have the volunteer sign and date the first page of the policy and give to Carol.** Read the handbook. It is yours to keep. If you wish you can also do the Diocesan Policy against Sexual Misconduct on-line after completing the Shield the Vulnerable class. If you choose to take class on-line bring in the certificate that states you completed the class. The handbook is available in English and Spanish.

WHEN ALL THE PAPERWORK IS IN MY HANDS AND UPDATED ON THE DIOCESAN DATA BASE AND THE VOLUNTEER'S FINGERPRINTS HAVE CLEARED – THE APPLICANT CAN BEGIN TO VOLUNTEER.

Thank you for volunteering in a ministry with children. May God bless you.

DATE _____

**SAINT BONAVENTURE CHURCH
MEMBERSHIP INFORMATION FORM**

FAMILY NAME

HOME PHONE # (AREA CODE)

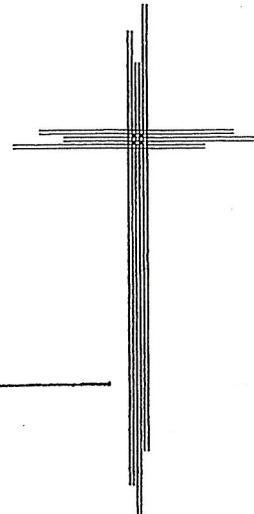
STREET ADDRESS

OCCUPATION.

CITY **ZIP CODE**

PRIMARY LANGUAGE SPOKEN IN THE HOME

EMAIL ADDRESS



How CAN WE SERVE YOU?

COMMENTS, QUESTIONS, CONCERNS, INTERESTS OR SPECIAL NEEDS:

NOT A LIVE SCAN FORMNOT A LIVE SCAN FORM****NOT A LIVE SCAN FORM***

Safe Environment Applicant Information For Live Scan Form

School/Parish: _____

Application Type (Circle One) Employee Volunteer

Job Title (circle one below)

Volunteer Catechist	Catholic School Teacher	Administrator
General Staff Member	Volunteer with Supervisor Duties	Volunteer
Multiple jobs/positions		Other

Personal Information What ministry are you volunteering for?

First Name: _____ Last Name: _____

Alias: _____ Phone: _____

Drivers License #: _____ SSN#: _____

Date of Birth: _____ Place of Birth: _____

Physical Information

Height: _____ Hair Color: _____

Weight: _____ Eye Color: _____

Sex (Circle One) Male Female

Home Address

Street: _____

City: _____ State: _____ Zip: _____

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

NOT A LIVE SCAN FORMNOT A LIVE SCAN FORM****NOT A LIVE SCAN FORM***



The Most Trusted Name in Live Scan

Certifix Live Scan
(800) 710-1934
CertifixLiveScan.com

Live Scan Fingerprinting ORANGE COUNTY LOCATIONS

Anaheim
The UPS Store
675 N Euclid St
Anaheim, CA 92801
(714) 520-9090
M-F: 9a-6p, Sat: 9:30a-3p
Walk In

Anaheim
Anaheim Postal Place
532 N Magnolia Ave
Anaheim, CA 92801
(714) 229-0024
Mon-Fri 3pm-7pm
Walk In
Morning by Appointment

Costa Mesa
Mail To Go
427 E 17th St #F
Costa Mesa, CA 92627
(949) 645-6245
Mon-Fri 9am-4:30pm
Walk In
Sat 11am-2pm Appointment

Fountain Valley
The UPS Store
18627 Brookhurst St
Fountain Valley, CA 92708
(714) 968-4087
M-F: 8a-6p, Sat: 8:30a-4:30p
Call First

Garden Grove
Law Offices of JJ Kim
9252 Garden Grove Blvd #21
Garden Grove, CA 92844
(714) 530-5900
M-F: 9a-4:30p (Lunch Break 12pm-1pm)
Walk In

Huntington Beach
Fore-Most Live Scan
17610 Beach Blvd #30
Huntington Beach, CA 92647
(714) 904-9844
M-F: 10a-5p Sat By Appt
Appointments Only

Irvine
Postal Annex
15333 Culver Dr #340
Irvine, CA 92604
(949) 857-6782
M-F: 9a-7p, Sat: 10a-5p Sun: 10a-2p
Walk In

Irvine
Aim Mail Center
5319 University Dr,
Irvine, CA 92612
(949) 552-5285
Mon-Fri: 8:30am-6pm Sat: 9:30a-4:30p
Walk In

Laguna Hills
Package People
25283 Cabot Rd #207
Laguna Hills, CA 92653
(949) 855-4753
M-F: 8:30a-6p (Lunch Break 10:30a-3p
Sat: 10a-3p
Walk In

Laguna Woods
AIM MAIL CENTER 1039
24338 El Toro Rd,
Laguna Woods, CA 92637
(949) 768-0450
M-F 9am-6pm Sat: 9:30am-3:30pm
Walk In

100%

Brea
The UPS Store
407 W Imperial Hwy #H
Brea, CA 92821
(714) 256-4501
M-F: 8:30a-6:30p, Sat: 10a-5p
Walk In

Fullerton
Gilbert Travel
1031 Rosecrans Ave #201
Fullerton, CA 92833
(714) 870-8989
M-F: 9a-5:30p, Sat: By Appt
Walk In

Huntington Beach
The UPS Store
7071 Warner Ave #F
Huntington Beach, CA 92647
(714) 848-4375
M-F: 8a-5:30p, Sat: 9a-4:30p
Walk In

La Habra
The Ups Store 4403
2121 W. Imperial Hwy, Ste E,
La Habra, CA 90631
(562)266-3600
M-F 9am-7pm Sat 9am-3pm
Walk In

Lake Forest
The UPS Store
25422 Trabuco Rd #105
Lake Forest, CA 92630
(949) 859-7193
M-F: 7:30a-6p, Sat: 9a-3p
Walk In



The Most Trusted Name in Live Scan

Certifix Live Scan
(800) 710-1934
CertifixLiveScan.com

Los Alamitos

Aim Mail Center 1036
11278 Los Alamitos Blvd,
Los Alamitos, CA 90720
(562) 799-1414
M-F: 9am-6pm Sat: 9am-3pm

Walk In

Los Alamitos

Sparta Graphics, Inc
10744 Noel St,
Los Alamitos 90720
(714) 733-7700
M-Thurs 9am-4pm Fri: 9am-12pm

Walk In

Mission Viejo

Postal N Parcel Plus
24000 Alicia Pkwy #17
Mission Viejo, CA 92691
(949) 588-7455
M-F: 9a-6p, Sat: 10a-2p

Walk In

Newport Beach

Mail, Gifts, & Wine
4533 Macarthur Blvd #A
Newport Beach, CA 92660
(949) 955-9171
M-F: 10am-5:30pm

Walk In

Newport Beach

The UPS Store
2549 Eastbluff Dr #B
Newport Beach, CA 92660
(949) 644-5822
M-F: 8:30a-6:30p, Sat 9a-5p

Walk In

Placentia

The UPS Store
650 N Rose Dr
Placentia, CA 92870
(714) 572-0600
M-F: 8:30a-7p, Sat: 9a-5p

Walk In

Rancho Santa Margarita

The UPS Store
22431 Antonio Pkwy #B160
Rancho Santa Margarita, CA 92688
(949) 858-1234
Mon-Sat: 10a-4:30p

Walk In

Santa Ana

Senior Helpers
2030 E 4th St #F138
Santa Ana, CA 92705
(714) 547-6000
M-F: 8a-4:30p
Appointments Only

Santa Ana

Casapueblo Service Center
1926 S Main St
Santa Ana, CA 92705
(714) 432-8282
M-F: 9a-6p, Sat: 10a-1p

Walk In

Tustin

Postal Annex
17602 17th St #102
Tustin, CA 92780
(714) 838-9566
M-F: 8:30a-6:30p, Sat: 10a-4p

Walk In

Westminster

Lo Giay To
9191 Bolsa ave #206
Westminster, CA 92683
(714) 554-1424
Mon-Fri: 12pm-7pm

Walk In

San Juan Capistrano

The UPS Store
31878 Del Obispo #118
San Juan Capistrano, CA 92675
(949) 240-1131
M-F: 11:30a-6p, Sat: 10a-3p

Walk In

Seal Beach

The UPS Store
1198 Pacific Coast Hwy #D
Seal Beach, CA 90740
(562) 431-2644
M-F: 8:30am-3pm

Walk In

Yorba Linda

The UPS Store
18340 Yorba Linda Blvd #107
Yorba Linda, CA 92886
(714) 996-9800
Mon-Thurs: 9a-6p

Walk In

DIOCESE OF ORANGE



Safe Environment Office
Marywood Center
PO Box 14195
2811 E. Villa Real Drive
Orange, Ca. 92863-1595
(714) 282-3125
FAX (714) 282-4221

naquero@rcbo.org

SCHEDULE OF FINGERPRINTING FEES

SCHOOLS

EMPLOYEE

ORI = A4532

Type of Application = **DIOCESAN SCHOOL EMPLOYEE, PRIEST, DEACON,
AND SEMINARIAN**

COSTS FOR SCHOOL EMPLOYEES

FEE	=	\$15
DOJ	=	\$32
FBI	=	<u>\$17</u>

TOTAL FOR EMPLOYEE = \$ 64

VOLUNTEER

ORI = A4532

Type of Application = **VOLUNTEER**

COSTS FOR SCHOOL VOLUNTEERS

FEE	=	\$15
DOJ	=	\$32
FBI	=	-----

TOTAL FOR VOLUNTEER = \$ 47

PARISHES

EMPLOYEE

ORI = A4839

Type of Application = **EMPLOYEE**

COSTS FOR PARISH EMPLOYEES

FEE	=	\$15
DOJ	=	\$ 0 no charge
FBI	=	<u>\$17</u>

TOTAL FOR EMPLOYEE = \$ 32

VOLUNTEER

ORI = A4839

Type of Application = **VOLUNTEER**

COSTS FOR PARISH VOLUNTEERS

FEE	=	\$15
DOJ	=	\$ 0 no charge
FBI	=	-----

TOTAL FOR VOLUNTEER = \$ 15