

FINGERPRINT PROCESS & AVAILABLE LOCATIONS

The Archdiocese of Miami has enlisted Advantage Biometric Group (ABG) (formerly known as PrideRock Holding Company, Inc.) as our new provider of Fingerprinting Services & Data Management. It is the policy of The Archdiocese of Miami to conduct a State & National Background Check (Level 2) through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigations (FBI). ABG provides similar services to the Dioceses of Venice, St. Petersburg, and Palm Beach. **This process pertains to new or renewing (after 5 years) Clergy, Religious, Seminarians, Employees, Volunteers, Contractors and Vendors.**

1. All Archdiocesan personnel **MUST** register on-line by accessing www.adom.sofn.net
2. Select a Service Center online and obtain (print) a Barcode Receipt, which is automatically generated at the end of the registration process. If you already have made a fingerprint appointment at your pertinent entity, then choose the Archdiocese of Miami as your Service Center.
3. After registering, if you didn't schedule an appointment online, please call to schedule an appointment at the selected Service Center. If you already have made a fingerprint appointment at your pertinent entity, you **DO NOT** have to call the Archdiocese of Miami to schedule an appointment as indicated online. You **MUST** take the printed Barcode Receipt along with the Photo ID used during registration to the selected Service Center. The fingerprinting system **WILL NOT WORK** without these numbers.

The Archdiocese of Miami will pay for all employees and volunteers of all entities that are controlled by, operated by, or administered by the Archdiocese. All Contractors and Vendors must pay. Employees and Volunteers of schools not administered by the Archdiocese must also pay. Payment will be required online during the registration process.

Here is a list of all Service Centers throughout Miami-Dade & Broward. **YOU MUST REGISTER ON-LINE AT www.adom.sofn.net PRIOR TO GOING TO ANY OF THESE CENTERS** (see instructions listed above).

Miami-Dade County

Archdiocese of Miami 9401 Biscayne Boulevard, Miami Shores, FL 33138 Phone: 305-762-1057 or *BY APPOINTMENT ONLY*
– *MUST CALL AHEAD* 305-762-1059

Mail Mart 13727 SW 152nd Street, Kendall, FL 33177 Phone: 305-255-6480

Appointments can be made online when registering or by calling. (Saturday hours available)

Broward County

PAC Ship N More 1313 South Military Trail, Deerfield Beach, FL 33442 Phone: 954-360-7225

Appointments can be made online when registering or by calling. (Saturday hours available)

US Pack N Ship 7744 Peters Road, Plantation, FL 33324 Phone: 954-423-3544

Appointments can be made online when registering or by calling.

Parcels Plus 2637 East Atlantic Boulevard, Pompano Beach, FL 33062 Phone: 954-782-9527

Appointments can be made online when registering or by calling. (Saturday hours available)

Super Postal 314 East Dania Beach Blvd, Dania Beach, FL 33004 Phone: 954-920-1901

Appointments can be made online when registering or by calling. (Saturday hours available)

Pac N' Send 3640-B3 North Federal Highway, Lighthouse Pointe, FL 33064 Phone: 954-946-7760

Appointments can be made online when registering or by calling.

Please note: The above is the most current list of Service Centers as of the date this document was last updated (specified below).

This list may change in the future. The most current list is always at the registration site.

If you have any questions, regarding this new process, please contact the Background Check Department:

Myriam Leinweber: 305-762-1057 mleinweber@theadom.org **Erica Gutierrez:** 305-762-1059 egutierrez@theadom.org

Individuals that do not have access to a computer or require assistance in registering should contact their pertinent parish, school, Archdiocesan entity or the Archdiocese of Miami directly for their designated coordinator.