

## FINGERPRINTING – STEP-BY-STEP REGISTRATION PROCESS

1. Go online to [www.adom.sofn.net](http://www.adom.sofn.net)

2. Read and check next to the RED statement at the bottom of the page indicating that you understand all the instructions.

Hit NEXT.

3. Select **Job/Vol Location Type**: Select your entity type: Church/Other, School, Catholic Health, or Catholic Charities.

*Note: -If you belong to an entity type, other than those listed (i.e. Cemetery; Book Store; Retreat House), select Church/Other, and then check for your entity's name under Job/Vol Location.*

*- If you are a parent of a student in one of our schools and the school is requiring your fingerprints select School even if you also belong to the Church.*

*-If you need your background check done for two or more entities within the Archdiocese of Miami, select one of the entities and then just have the other entity request your background check from the fingerprinting office directly. Do not register twice. Your background check is good for 5 years and for all entities within the Archdiocese of Miami.*

*-If you do not know what type of entity you belong to (i.e. Catholic Charities; School), check any of the selections under Job/Vol Location Type (i.e. Church/Other), and then look for the name of your entity under Job/Vol Location. If the name of your entity is not there, then go back to Job/Vol Location Type and select a different type, then look for the name of your entity under Job/Vol Location. Repeat this process until you have checked all location types. If you still cannot find it, call the person at your entity requiring your background check or call the fingerprinting office directly at 305-762-1057 or 305-762-1059 to report this issue.*

Select **Job/Vol Location**: Choose the actual name of the entity requesting your background check.

*Note: -It is imperative that you select the correct location. We cannot make any changes to any of the information you select here. Your background check results will be sent directly to the location you select here.*

Select **Applicant Type**: Choose New Employee, Existing Employee, Volunteer, or Vendor/Contractor.

*Note: -If you are a parent of a student in one of our schools then select Volunteer.*

Select **Job Type**: Choose your job title or Other if yours is not listed.

*Note: -If you are a parent of a student in one our schools and you are doing your fingerprints for the school, then select School Personnel Volunteer.*

*-If you are a church volunteer, and none of the selections listed apply to you, then just enter Rectory Personnel Volunteer.*

Enter the **Confirmation Code** in the box labeled **Enter Code (Displayed Above)** for system verification.

*Note: -Enter all letters or numbers listed exactly as they appear. If you make a mistake, the system will just bring you back to this page and you would just start on this page again. You will not be able to go forward.*

Hit SUBMIT.

4. Choose from the **State Locator** Menu and select Florida.

Hit SEARCH.

5. Choose any **Service Center** convenient to you.

*Note: -If the Archdiocese of Miami is going to your entity on a specific date and you have already scheduled an appointment with your entity to attend on that date, then just select Archdiocese of Miami/Safe Environment Office, otherwise, select the Service Center of your choice and make an appointment directly with them.*

Hit BUY NOW.

*Note: 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. If you are not sure if you have to pay, ask the person at your entity requesting your fingerprints or call the Archdiocese of Miami at 305-762-1057 or 305-762-1059. All Contractors/Vendors must pay. Payment will be required once you get to the PAYMENT section.*

→ → → Revised: 11/19/08

6. Enter all personal information requested in all boxes in RED.

*Note: -You are only required to complete all those sections in Red. As you correctly complete a section, letters will change from Red to Black. Any remaining Red section must be completed or corrected. The system will not let you move forward from this page until all sections are in Black.*

*-This portion is highly sensitive, read all sub-instructions that appear on the upper side of your screen as you get to each section, for example: Height-5'7" = 507.*

*-Everyone must register using one government-issued photo identification (i.e. driver's license, military ID card, etc.). This ID must also be provided when the actual fingerprinting take place.*

Hit NEXT.

7. Read and verify that all personal information entered is accurate and pertains to you.

If you need to make any changes, hit Edit at the bottom of the page.

If all the information is accurate, check next to the RED statement at the bottom of the page.

Hit NEXT.

8. Read all **Disqualifying Criminal Charges and Affirmation**.

*Note: If you have been convicted of any of the listed charges, or you have any questions, please speak directly to the Pastor or the Administrator of the entity you are doing the fingerprints for. You can also contact the Archdiocese of Miami at 305-762-1057 or 305-762-1059.*

Select **YES/NO**, if a National Criminal Background Check have ever been previously requested on you. If yes, enter all necessary information pertaining to that request.

Select **YES/NO**, if you have ever been Convicted of a crime. Provide detailed information of that Conviction in the space provided.

Select **YES/NO**, to authorize the Archdiocese of Miami to release your criminal history to other qualified entities.

*For example: Other VECHS clients like Catholic Charities; Miami-Dade/Broward County School Board (if requested).*

Check next to the RED statement at the bottom of the page and enter the Initials of your First Name and Last Name. *For example: Maria Antoinette Smith-Perez = MS*

Hit NEXT.

9. TO VENDORS/CONTRACTORS AND ENTITIES NOT ADMINISTERED BY THE ARCHDIOCESE OF MIAMI ONLY:

Enter Credit Card, Pay Pal, Company/Personal Check, or Money Order information.

*Note: -Selecting that you will pay by check or money order allows you to continue the process, but your fingerprints will not be submitted until payment is processed and cleared through ABG (PrideRock). The address of ABG is identified on the registration website.*

10. Print the **SOFN Receipt** (Bar Code Receipt).

*Note: -If a printer is not available, write the bar code number exactly as it appears on the screen and bring it to the Service Center along with the specific Photo ID you used to register.*

11. After registering, call to schedule an appointment at the selected Service Center. You **MUST** take the printed Bar Code receipt along with the Photo ID used during registration.

All Applicants **MUST** sign the Waiver Agreement and Statement using the Electronic Signature Pad after completing the fingerprint process at the Service Center. Results of the screening will be provided directly to the entity selected. Individuals that do not have access to a computer should contact their pertinent parish, school, Archdiocesan entity or the Archdiocese of Miami directly for their designated coordinator. If you have any questions regarding this new process, or need additional assistance with registration, you may contact ABG (PrideRock) Customer Service at 1-877-323-8885 or the Archdiocese of Miami Background Check Department:

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