Archdiocese of Los Angeles

FINGERPRINTING DEPARTMENT NEWSLET-

LETTER FROM THE FINGERPRINTING MANAGER

Brothers and Sisters in Christ,

Welcome to the first issue of the Archdiocese of Los Angeles Fingerprinting Newsletter. In this first issue, you will find information on what is needed to get fingerprinted, the fingerprinting responsibilities for schools and parishes and how to schedule a fingerprinting session at your parish. You will learn about Volunteer Personnel Information Network (VPIN) Training Sessions, what is the applicant questionnaire and how to use it, and how to work with the VPIN System. The back page contains Fingerprinting Department contact information and important Fingerprinting websites.

The Fingerprinting Department will be at the annual Religious Education Congress in Anaheim on February 24-26, 2017 at booth 450. We will have a fingerprinting station set up for anyone that needs to be fingerprinted. Additionally, we will be at the Technology Center on Friday, February 24, 2017 and Saturday, February 25, 2017 to answer any questions and provide a view of the VPIN database functions. Please take the time to read this newsletter in its entirety. I am sure you will find it informative and useful. The Fingerprinting Department is here to serve you. Do not hesitate to call us.

In His Service,

Deacon John W. Barry

Fingerprinting Manager

INCLUDED IN THIS ISSUE

Fingerprinting Scheduling

WHERE CAN YOU GET FINGERPRINTED?

∗ Every parish and school associated with the Archdiocese of Los Angeles has the opportunity to host a fingerprinting session. The schedule for each month of the current year of the hosting facilities can be found on our website: http://www.la-archdiocese.org/hr/Pages/fingerprinting.aspx

∗ Employees and Volunteers also have the option of going to a third party vendor that offers live scan services. However, there will be an out of pocket service fee for the applicant. We provide an applicant questionnaire that must be completed and emailed to the Fingerprinting Department before going to a third party vendor. The steps to this process can be found at: http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx

∗ Live Scan Services are also provided at the Archdiocese of Los Angeles headquarters (ACC) during our hours of operation, Monday through Friday from 9AM to 5PM. Please call or email to make an appointment:

(213) 637-7337
fingerprinting@la-archdiocese.org

FINGERPRINTING RESPONSIBILITIES FOR SCHOOLS AND PARISHES

The following must be adhered to by pastors and principals with regards to fingerprinting and/or VIRTUS training issues.

* An individual must be assigned to maintain the VPIN Database for your Parish and/or School. The Parishes and Schools are responsible for maintaining the VIRTUS screening status for volunteers and hired personnel. The VPIN Access Request Form can be found on the Fingerprinting page of the Archdiocesan website, http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx. Submit the completed and signed form to the Fingerprinting Department at fingerprinting@la-archdiocese.org. We will process the request and email you the results.

 * There are two ways to be fingerprinted for the Archdiocese of Los Angeles. The Fingerprinting Department provides a calendar of hosted sites for fingerprinting throughout the Archdiocese of Los Angeles. Monthly calendars can be found on the fingerprinting page, http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx. To make an appointment, call the phone number of the host site and they will register you for an appointment at a designated time; this is the preferred way to get fingerprinted. The second way to be fingerprinted is to use a third party vendor. To use a third party vendor fill out and email to the Fingerprinting Department the Applicant Questionnaire Form found on the fingerprinting page, http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx. The Fingerprinting Department will create the Live Scan Request form and email it back to you. Once fingerprinted, scan and email the signed Live Scan Request Form back to the Fingerprinting Department at fingeprinting@la-archdicoese.org. This 'handshake' process will insure quality control.

 * Please **DO NOT** use any of the old Live Scan Request Forms as they are now obsolete. The only allowable Live Scan Request Forms are A3950 revised 09/22/2016 and A3946 revised 10/12/2015. The Department of Justice (DOJ) is phasing out old ORI numbers. If you know the password to the old Secure Email account, we would greatly appreciate having it. We can then work with the DOJ to insure that all the information that comes to those old Secure Email addresses gets directed to the ACC Secure Email Account.

* The Fingerprinting Department has taken over all training of VPIN from LOGOS. Please contact us to arrange a VPIN Training session. Contact numbers are found at http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx or on the back page of this newsletter.

WHAT YOU NEED TO GET FINGERPRINTED

The Archdiocese of Los Angeles fingerprints individuals over 18 years of age, who volunteer for a ministry or who are hired for or hold a paid position. When an applicant makes an appointment for a Live Scan Session to be fingerprinted, he or she must bring a valid form of identification. The California Department of Justice requires a primary form of valid identification or a secondary form of valid identification with two supporting documents, which are as follows;

Effective June 1, 2016, the Consular ID Card (Matricula Consular) may not be used as primary or secondary ID for verifying the identity of the applicant prior to finger-printing. The Consular ID Card can only be accepted for the purpose of Child Placement ONLY.

Acceptable **PRIMARY** forms of photo identification include any of the following (the expiration date has not elapsed):

- California Driver's License
- Department of Motor Vehicles Identification Card
- Out-of-State Driver's License

In the absence of a **PRIMARY** form of identification, one or more of the following will be accepted as **SECONDARY** forms of Identification, but **ONLY with SUPPLEMENTAL DOCUMENTS.**

- State Government Issued Certificate of Birth
- U.S. Active Duty/Retiree/ Reservist Military Identification Card
- U.S. Passport
- Federal Government Personal Identity Verification Card (PIV)
- Department of Defense Common Access Card
- U.S. Tribal or Bureau of Indian Affairs Identification Card
- Social Security Card
- Court Order for Name Change/ Gender Change/Adoption/Divorce
- Marriage Certificate (Government Issued)
- U.S. Government Issued Consular Report of Birth Abroad
- Foreign Passport with Appropriate Immigration Document(s)
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 - Resident Alien Card Issued Since 1997
- INS I-688 - Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

SECONDARY identification documents must be supported by at least **TWO** of the following **SUPPLEMENTAL DOCUMENTS**

- Utility Bill (Address)
- Jurisdictional Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Jurisdictional Public Assistance Card
- Spouse/Parent Affidavit
- Cancelled Check or Bank Statement
- Mortgage Documents

The Archdiocese of Los Angeles provides a guideline for children under eighteen, who volunteer to work with youth. This guideline may be found in the Administrative Handbook's section 9.6.2 – Youth Working or Volunteering with Children of Youth, which can be located on the website ─ http://handbook.la-archdiocese.org/chapter-9/section-9-6/topic-9-6-2.

HOW CAN I HOST A FINGERPRINTING SESSION(S) AT MY FACILITY?

1. Select a date with "Schedule is open for hosting" in the calendars located at the archdiocese fingerprinting website http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx

2. Email fingerprint-ing@la-archdiocese.org the date(s) requested with your pastoral region, church/school name, room or hall name, address and phone number for people to call to make and appointment.

3. Receive confirmation email with appointment sheet

4. Check website for accuracy and advise of any changes needed

5. Take appointments

6. Email the filled in appointment sheet to fingerprinting@la-archdiocese.org two days prior to the hosting date.

For more information contact the Fingerprinting Department at

fingerprinting@la-archdiocese.org

or call (213) 637-7411.

FORMS AND COST FOR FINGERPRINTING

If applicant is fingerprinted by the Archdiocese Fingerprinting Department, the ACC covers all costs of the live scan and VPIN record keeping. If you are fingerprinted by a third party vendor, then the applicant is responsible for the service fee.

A3950 – Penal Code – Background Check covers prior 10 years.

For volunteers not involved in supervising children – examples are Lectors, Eucharistic Ministers, and helpers in the Parish office.   **(Cost: $0.00)**

Paid personnel not involved in supervising children and not in a sensitive and confidential position – janitor, maintenance, gardener, office help, parent volunteers, catechists, and Director of Religious Education (DRE).   **(Cost: $0.00)**

> Optional FBI check – use if the applicant has lived in another state within the last 10 years.
> **(Fee: $15.00 for Volunteers or $17.00 for Paid Personnel—billed to location)**

A3946 – Education Code – Background Check covers entire adult life of individual with both state and national checks.
For all who regularly supervise children – all clergy, teachers, coaches (paid or volunteer) and principals. Also, anyone in liturgical ministry responsible for training and guiding children.
             (Fee: $47/Volunteers/$49/Personnel—billed to location)

Mail Code 07550 routes DOJ Secure Email responses to the Vicar of Clergy. Mail Code 09496 routes DOJ Secure Email responses to the Fingerprinting Department. All clergy, seminarians and men in diaconate formation must use Mail Code 07550. All others use Mail Code 09496.

A0448 – Health and Safety Code

All who work at a licensed preschool must also be fingerprinted under the Health and Safety Code, including staff, teachers and the pastor of the parish where this school is located.

> DOJ/FBI report goes to the California Department of Social Services and is not received
> by the Archdiocese Fingerprinting Department. **(Fee: $72.00)**

Non-archdiocesan Private Schools associated with Archdiocese of Los Angeles

> Live scan fingerprinting services are extended to non-archdiocesan private schools as a courtesy.

> The person being fingerprinted within this venue must provide the completed Live Scan Request Form.

> The ORI number, mail code and billing number for the private school must be entered into the computer. DO NOT use the ORI, mail code, or billing number for the Archdiocese of Los Angeles.

> DOJ fees are billed to the private school.

Fingerprinting Live Scan Operators do not accept payment from fingerprinting applicants. The parish and school is billed as assigned by their ORI# (Originating Case Agency Number).

WHAT IS VPIN?

VPIN (Volunteer/Personnel Information Network) is an Internet-based data resource and background-tracking software created by Logos Management Software and the Archdiocese of Los Angeles for parish, school and archdiocesan use.   VPIN is a program that lists all the organizations of the Archdiocese of Los Angeles, their volunteers and paid personnel. The primary function of the web-based application is to report on the status of background screening as it applies to each individual and involvement with the church or school. The database also provides the means to search an individual to determine their eligibility for employment at other locations throughout the Archdiocese of Los Angeles without having to redo screenings or training. VPIN uses information generated at the location or imported from other data sources to provide parishes, schools and the Archdiocese of Los Angeles with a single, adaptable Archdiocesan-wide database. VPIN database maintains records of fingerprinting, Safeguard the Children training and other screening requirements. VPIN is a secure database. VPIN allows parishes and schools to adapt the system to local needs and to effectively communicate with and track their volunteers and personnel.   Pastors, principals, directors and other supervisors may grant permission to paid staff to access VPIN by completing the *VPIN Access Request Form* format available at http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx.

Help Desk support and training are now supported by the Archdiocese of Los Angeles Fingerprinting Department. Logos Management Software Inc. no longer maintains the VPIN Users file. If you have questions, inquiries and/or want to schedule VPIN training, please email fingerprinting@la-archdiocese.org.

Free VPIN training is available through the Fingerprinting Department. Please visit booth 450 at the 2017 Religious Education Congress for more information.

Calling all VPIN Users

Principals, Administrators, and Pastors

Who is your VPIN Administrator? Be sure that the information on your volunteers and employees is accurate and complete. Have your VPIN Administrator attend one of our training sessions.

Assist the Archdiocese of Los Angeles to keep our children and all in our care safe.

VPIN Training

Friday, April 7, 2017

ACC will be hosting training for VPIN Administrators who would like to master the use of the VPIN data website. Join us to learn to navigate and manage the information stored in the VPIN system. There are two sessions available at the Archdiocesan Catholic Center (ACC) Friday, April 7, 2017 from 10am-12pm OR 2pm-4pm.
* Please sign-up soon as space is limited.
* To reserve your space, please contact the Fingerprinting Department
* You will need to bring a laptop.
* Training is free and your parking will be validated.

Directions to Archdiocesan Catholic Center
3424 Wilshire Boulevard, Los Angeles, CA 90010
Corner of Wilshire and Mariposa 213-637-7227

From: Santa Barbara and West San Fernando Valley	From North San Fernando Valley:
From: Santa Barbara and West San Fernando Valley: 1. Take 101 Fwy South through Hollywood 2. Take Normandie Exit and go South approx. 2-3 miles 3. Left on Wilshire Blvd 4. Go one Block and turn right on Mariposa 5. Go ½ block and **turn left** into Parking Structure behind building 6. Walk out of the parking structure and turn right down the sidewalk to the entrance on Mariposa Street.	**From North San Fernando Valley:** 1. Take 118 Fwy East and Exit on 5 Fwy South toward Los Angeles 2. Take 170 Freeway south toward Hollywood 3. Switch to 101 (Hollywood Freeway) South 4. Take Normandie Exit and go South approx. 2 miles 5. Left on Wilshire Blvd 6. Go one Block and turn right on Mariposa 7. Go ½ block and **turn left into** Parking Structure behind building 7. Walk out of the parking structure and turn right down the sidewalk to the entrance on Mariposa Street.
From West Los Angeles: 1. Take Santa Monica (10) Freeway East toward downtown Los Angeles 2. Take the Western Blvd Exit and go North-approx. 3-4 miles 3. Turn Right on 8th Street 4. Enter parking structure **on right side** immediately after you pass the last apartment house on the right (if you reach Wilshire Blvd you have gone to far) Walk out of the parking structure and turn right down the sidewalk to the entrance on Mariposa Street.	**From Pasadena Area:** 1. Take 110 Freeway South toward Los Angeles 2. Exit onto 101 (Hollywood Freeway) North 3. Exit Vermont and turn left (or South) 4. Go 2 blocks past Wilshire and turn right on 8th St 5. At the 3rd stoplight (Mariposa) turn right. 6. Enter parking structure **on right side** immediately after you pass the last apartment house on the right (if you reach Wilshire Blvd you have gone to far) Walk out of the parking structure down the sidewalk to the entrance on Mariposa Street.
From Diamond Bar: 1. Take 60 Freeway West 2. Transition to the 10 Freeway West toward Santa Monica 3. Exit on Western and go north approx. 3-4 miles 4. Turn Right on 8th Street 5. Left on Mariposa 6. Enter parking structure **on right side** immediately after you pass the last apartment house on the right (if you reach Wilshire Blvd you have gone to far) Walk out of the parking structure and turn right down the sidewalk to the entrance on Mariposa Street	**From East San Gabriel Valley:** 1. Take 10 Freeway West toward downtown LA and transition onto 101 Freeway (near Civic Center) 2. Stay on 101 Freeway (past Our Lady Cathedral) and head toward Hollywood 3. Exit Vermont and turn left (or South) 4. Go 2 blocks past Wilshire and turn right on 8th St 5. At the 3rd stoplight (Mariposa) turn right. 6. Enter parking structure **on right side** immediately after you pass the last apartment house on the right (if you reach Wilshire Blvd you have gone to far)

ALL ABOUT THE APPLICANT QUESTIONNAIRE

The applicant questionnaire is utilized when an applicant is not able to go to an Archdiocese of Los Angeles fingerprinting session. The convenience of using the questionnaire is that the applicant can go to any location that offers live scan services. However, the applicant must follow the process outlined below:

- Download and save the applicant questionnaire located on our website: http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx. You must have Adobe Reader installed on your computer. **Please do not print the form nor complete the form by hand. Fill it out online.**

- Open the applicant questionnaire. Answer, and fill in the applicant's demographic and personal information. Please do not leave anything blank. If the answer is not applicable, please type N/A.

- Save the completed applicant questionnaire using the applicants LAST NAME, FIRST NAME format as the name of the file, for example (SMITH, JOHN.PDF) and email it to fingerprinting@la-archdiocese.org.

- The turnaround to receive a completed live scan application from the Fingerprinting Department is usually less than an hour during office hours, Monday-Friday 9:00 AM-5:00 PM.

- Print out two copies of the final request for Live Scan application and present it to any third party live scan vendor with your valid form of identification. Before being fingerprinted, please make sure the Fingerprinting Technician has entered all data correctly . After completing your live scan, the Fingerprinting Technician will sign, date and write the ATI number on both copies. The first copy of the live scan form is kept by the provider. The second copy is scanned, emailed to the Fingerprinting Department and returned to the applicant. The applicant must keep the original of the second copy for their records and is responsible for providing their school/parish with a copy of the final live scan application.

- When the background check is complete, the Fingerprinting Department will enter the information into the Volunteer and Personnel Information Network (VPIN).

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