



## Newsletter

### INCLUDED IN THIS ISSUE:

- 1 LETTER FROM DATABASE MANAGER
- 3 CURRENT OPTIONS TO GET FINGERPRINTED
- 4 APPLICANT QUESTIONNAIRE
- 5 VALID FORMS OF IDENTIFICATION
- 5 FEES
- 6 PRINCIPAL'S CORNER
- 7 INTRODUCTION TO THE SAFE ENVIRONMENT PLATFORM
- 8 HIRING ADVERTISEMENT
- 9 RECONGRESS 2024
- 10 STAFF DIRECTORY

### LETTER FROM THE DATABASE MANAGER

October 30, 2023



Brothers and sisters in Christ,

Welcome to the third issue of the Archdiocese of Los Angeles Fingerprinting Newsletter. It has been seven years since our last letter and, while some things have remained the same, there have been some major changes. The biggest change is the new database, Safe Environment Platform (SEP), which has replaced the old database VPIN; SEP is much easier and more intuitive to use. The Fingerprinting Department offers personalized, hands-on SEP training and there is an online SEP tutorial for understanding the key usages in SEP. Obviously, we continue to do fingerprinting and you will find in this letter and on our website the best way for you to accomplish that. Important information about fingerprinting and what it means for the applicant is also available.

The Fingerprinting Department will be at the Religious Education Congress in Anaheim California February 16 through 18, 2024. For those attending, please stop by for any questions you have, to get fingerprinting, or to get a refresher in SEP training. As always, the Fingerprinting Department is here to serve all the Archdiocese of Los Angeles. At the end of this letter is a list of key people and how they can be reached. Call or email us with your needs.

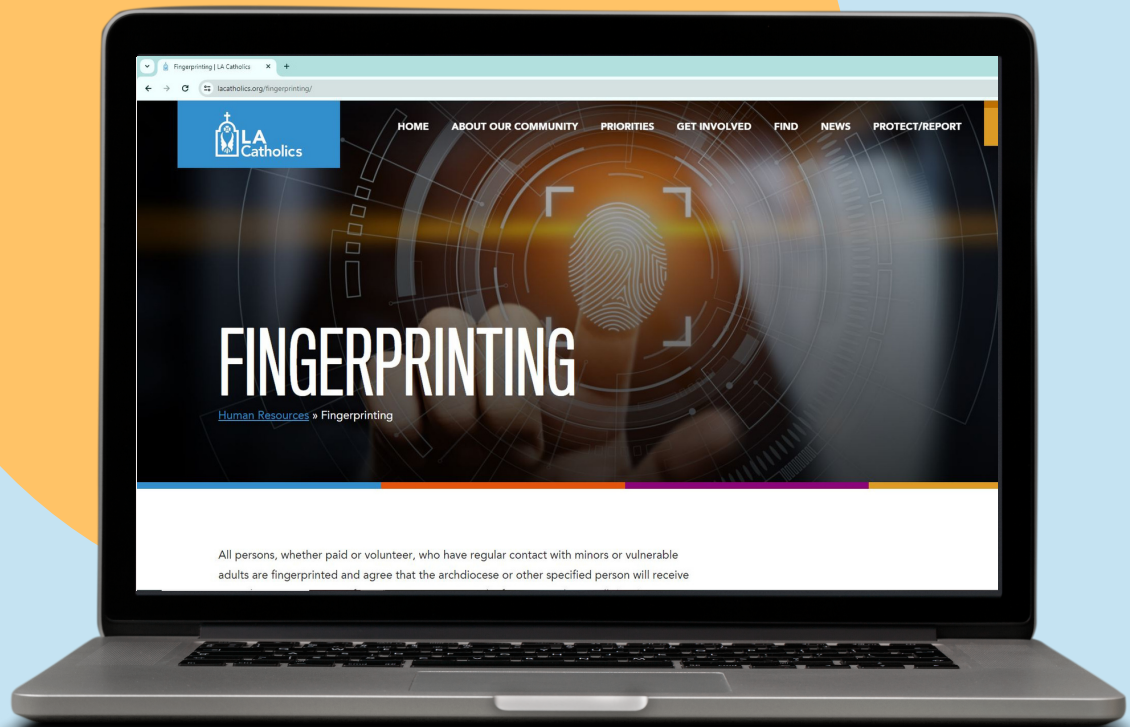
In Christ service,

Deacon John W. Barry  
Fingerprinting Database Manager

# HAVE YOU BEEN TO OUR WEBSITE?

Find all of our general and up-to-date  
information on our website page:

[WWW.LACATHOLICS.ORG/FINGERPRINTING/](http://WWW.LACATHOLICS.ORG/FINGERPRINTING/)



*Our website will be mentioned throughout this newsletter.*





# CURRENT OPTIONS TO GET *fingerprinted*

## *Option #1:*

### **Various Archdiocese Hosting Locations**

Our Catholic schools and parishes are continuously hosting fingerprinting sessions Monday thru Saturdays. To see which organizations may be hosting nearby, check out our Fingerprinting calendars on our website page (link found on Page 2). Appointment information is provided.

#### Fingerprinting Days/Hours:

Mondays-Fridays | 12:00PM-3:50PM, 4:50PM-6:59PM

Saturdays | 10:00AM-1:50PM, 2:50PM-4:59PM

## *Option #2:*

### **Fingerprinting at the Archdiocesan Catholic Center**

We, the Fingerprinting Department hosts fingerprinting sessions at our office at the Archdiocesan Catholic Center every Wednesday and Thursday, with the exception of certain holidays and events. Check out our **NEW** sign-up system can be found on our Fingerprinting Calendars for every session we host monthly, and also found here:

Wednesdays and Thursdays | 9:00AM-11:55AM, 1:00PM-4:30PM

<https://apps10.la-archdiocese.org/FingerPrintSignUp/events>

## *Option #3:*

### **Applicant Questionnaire - For Third Party Locations**

This questionnaire is used for other fingerprinting vendors outside the Archdiocesan fingerprint machines. It's as simple as filling out the electronic form found on our website page, emailing it to the Fingerprinting Department, and making sure you get a live scan from the a team member to take with you to get fingerprinted at a third party location. Adobe Acrobat Reader is required to complete this online form.

**More details on the next page >>>**

*More On...*

# APPLICANT QUESTIONNAIRES

The applicant questionnaire can be found on our website page in the “Applicant Questionnaire” section:

[WWW.LACATHOLICS.ORG/FINGERPRINTING/](http://WWW.LACATHOLICS.ORG/FINGERPRINTING/)



Please do NOT print the form nor complete the form by hand. Download and save the applicant questionnaire and fill it out electronically via Adobe PDF or Kofax PDF on your desktop. Answer and fill in the applicant’s demographic and personal information. **Please do NOT leave anything blank.** If the answer is not applicable, please enter “N/A.”

## INSTRUCTIONS:

- 1 Save the completed applicant questionnaire using the applicant’s LAST NAME, FIRST NAME format in PDF format.

**Example:** SMITH, JOHN.pdf

- 2 Once filled out, email the completed copy to the Fingerprinting Department email:

**fingerprinting@la-archdiocese.org**

The Fingerprinting Department will send the applicant a completed Request for Live Scan Form with the correct information.

- 3 Before getting fingerprinted, print two (2) copies of the Live Scan form and provide them to the fingerprinting vendor with your valid forms of identification (see page 5).

The fingerprinting technician must verify all information on the form is correct, sign, date and write Applicant Tracking Identification (ATI) number on both copies.

- 4 Get fingerprinted. All those who get fingerprinted with a third party location must pay the rolling fee, price depends on the vendor.

- 5 The first copy of the live scan form is kept by the fingerprinting vendor. The second copy is your copy. Provide a copy of the completed form to your supervisor, Director of Religious Education, and/or school’s principal, and the Fingerprinting Department.



# VALID FORMS OF IDENTIFICATION

## WHAT YOU NEED TO GET FINGERPRINTED

To find the full list of valid forms of identification, please check on our website at [www.lacatholics.org/fingerprinting/](http://www.lacatholics.org/fingerprinting/).

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 Live Scan, he or she must bring a valid form of identification. The California Department of Justice requires a primary form of identification or a secondary form of valid identification with two supporting documents, which are as follows (but not limited to):

**EFFECTIVE JANUARY 2, 2020: The Matricula Consular may be used as identification for validation the applicant prior to fingerprinting.**

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

**DISCLAIMER:** If an individual cannot provide any form of identification at the fingerprinting site, it is up to the live scan operator's decision to fingerprint the individual or postpone it.

## FINGERPRINTING FEES

A3950

**\$0.00**

Church Volunteers, Church Employees, and  
Parent Volunteers for schools

A3950

**\$15.00-\$17.00**

Those using A3950 that require an FBI check (use if the  
applicant has lived in another state within the last 10 years)

A3946

**\$47.00-\$49.00**

For all those who regularly supervise children-  
All clergy, teachers, coaches (paid and volunteer), and principals.

A0448

**\$72.00**

For all those who need to get fingerprinted with Social Services. It  
will be a second form in addition to the A3950/A3946 form  
with the Archdiocese.\*

**\*ALL pre-schools are responsible for having all staff and volunteers fingerprinted with the A0448 Social Services form in addition to the A3950 or A3946 form.**

# PRINCIPALS CORNER

LET'S CATCH UP!

Welcome to all new and recurring principals who are reading this newsletter! Our goal for this new piece is to help keep all principals of our Catholic schools updated and informed with all Fingerprinting and Department of Justice updates.

Included on the right-hand side of this page is a "Principal's Checklist," which all principals are responsible for completing and maintaining. Please keep in mind that all principals' main responsibilities for fingerprinting and VIRTUS are having access to SEP, checking the database regularly, and making sure all background requirement(s) of their volunteers and employees are met and **cleared**.

If you ever receive a call from any of our team members of the Fingerprinting Department, it is best to "drop everything and answer the call!" All information shared is important and worth knowing. It shall always be our best interest to serve the archdiocese and strive for a well-rounded, safe community.

## *Principal's Checklist:*

- ☐ Have access to SEP!
- ☐ An individual must be assigned to maintain the SEP database for your school. The Parishes and schools are responsible for maintaining the VIRTUS screening status for volunteers and hired personnel.
- ☐ Check SEP regularly for clearance on all fingerprinting records.
- ☐ All schools should NOT have their own A3950 and A3946 forms on hand when they need volunteers and/or employees to be fingerprinted.
- ☐ Master case management on all reports.

The Fingerprinting Department is here to support you! If you ever have any Fingerprinting-related questions and concerns, do not hesitate to contact us and we will answer them as soon as we can.

### **Fingerprinting Department Hours:**

**MON-FRI | 9:00-5:00PM**

*(with the exception of Holidays & Certain Events)*





# WHAT IS SEP ?

## INTRODUCTION TO THE SAFE ENVIRONMENT PLATFORM

The Safe Environment Platform (SEP) database maintains records of fingerprinting, training, and other background requirements for the Archdiocese of Los Angeles. SEP shows that volunteers and paid personnel have completed fingerprinting, safeguard the children (VIRTUS) and other screening requirements. SEP is updated on a consistent basis. Those who have access to the database are responsible for handling, keeping, and maintaining all information confidential.

This database has emerged from the old database known as VPIN. Its official launch began in August 2022 following the Foldermaster sent to request all VPIN users to transition to SEP.

If you know anyone who still has not heard of SEP, get in touch with the Fingerprinting Department to get them set up! Contacts found on the last page of this newsletter.

## Interested in SEP Training?

*We can teach you!*

Contact Maddie Santos, the Fingerprinting Administrator, to request to host an SEP training session at your parish! All training provided is free and will be conducted by our Fingerprinting team members. The Fingerprinting Department usually trains at Archdiocesan organizations on:

Monday-Friday | anytime between 9:00am-1:00pm

**Maddie Santos - Administrator**

(213) 637-7493 | [mgsantos@la-archdiocese.org](mailto:mgsantos@la-archdiocese.org)

[www.lacatholics.org/fingerprinting/](http://www.lacatholics.org/fingerprinting/)



# JOIN OUR *team!*

**CURRENTLY HIRING PART-TIME LIVE SCAN OPERATORS**

**JOIN THE TEAM WHOSE GOAL IS TO SAFEGUARD ALL THOSE WHO ARE PART OF OUR PARISH COMMUNITIES.**

For those who strive to maintain justice, love being on the road, be of service to others, desire to serve the church and school, & have the best interest in the Archdiocese, this job is for you.

**BENEFITS INCLUDED (BUT NOT LIMITED TO):**

- Employee Assistance Program
- Vacation and Sick Time
- Paid Holidays
- Employee Discount Programs
- Transit Subsidy/Mileage Reimbursement

**NOTE:** *Minimum requirement of 40 hours per pay period, & **must** work weekends.*

Find the job listing on our website at  
**[WWW.LACATHOLICS.ORG/OPEN-JOBS/](http://WWW.LACATHOLICS.ORG/OPEN-JOBS/)**

**Job Title:** Live Scan Operator (Fingerprinting)







**FEBRUARY 16-18, 2024**



**Join the Fingerprinting Staff on our weekend event at  
RECongress!**

Live Scan Fingerprinting and SEP training  
will be held on all three days of the weekend during the following times:

Friday and Saturday (02/16-02/17)  
9:00am-12:00pm and 1:00pm-5:00pm

Sunday (02/18)  
9:00am-12:00pm

We also offer information about our new database, SEP, and general  
information, giveaways, and more!

***FIND US AT BOOTHS 414, 416!***



# Staff Directory

## FINGERPRINTING DEPARTMENT

**Dn. John Barry**

**DATABASE MANAGER**

(213) 637-7680

dnjbarry@la-archdiocese.org

**Pureza Tinoco**

**ASSISTANT DATABASE MANAGER**

(213) 637-7323

ptinoco@la-archdiocese.org

**Wilton Perez**

**FINGERPRINTING REPRESENTATIVE**

(213) 637-7411

wperez@la-archdiocese.org

**Maddie Santos**

**FINGERPRINTING ADMINISTRATOR**

(213) 637-7493

mgsantos@la-archdiocese.org

**Nicole Gonzales**

**FINGERPRINTING COORDINATOR**

(213) 637-7342

nmgonzales@la-archdiocese.org

**Veroni Salvador**

**FINGERPRINTING ASSISTANT**

(213) 637-7007

vsalvador@la-archdiocese.org

**Estefany Hernandez**

**FINGERPRINTING ASSISTANT**

(213) 637-7094

estefanyh@la-archdiocese.org

## HUMAN RESOURCES DEPARTMENT

**Annabelle Baltierra**

**SENIOR DIRECTOR  
OF HUMAN RESOURCES**

(213) 637-7596

abaltierra@la-archdiocese.org

**Rosa Ambriz**

**HUMAN RESOURCES REPRESENTATIVE/  
ASSISTANT TO SENIOR DIRECTOR**

(213) 637-7625

rambriz@la-archdiocese.org

**Maria E. Perez**

**HUMAN RESOURCES GENERALIST:  
ARCHDIOCEAN CATHOLIC CENTER**

(213) 637-7237

meperez@la-archdiocese.org

**Evelia Laurian**

**HUMAN RESOURCES GENERALIST:  
CEMETERIES & MORTUARIES**

(213) 637-7242

elaurian@la-archdiocese.org

**Lucia M. Fallat**

**HUMAN RESOURCES GENERALIST:  
PARISHES**

(213) 637-7389

Lmfallat@la-archdiocese.org

**Eimy Ayala**

**LEAVE OF ABSENCE ADMINISTRATOR/  
WELLNESS COORDINATOR**

(213) 637-7471

egayala@la-archdiocese.org

**Flor Gonzalez**

**HUMAN RESOURCES ASSISTANT**

(213) 637-7541

fygonzalez@la-archdiocese.org

**Kimberly Calvillo**

**HUMAN RESOURCES CLERK**

(213) 637-7051

kcalvillo@la-archdiocese.org





# Staff Directory (CONTINUED)

## VICTIMS ASSISTANCE MINISTRY

**Dr. Heather Banis**  
VICTIM ASSISTANCE COORDINATOR  
(213) 637-7650  
hbanis@la-archdiocese.org

**Petra Vergara**  
ASSOCIATE VICTIM ASSISTANCE  
COORDINATOR  
(213) 637-7323  
pvergara@la-archdiocese.org

**Christie Lara**  
VICTIM ASSISTANCE MINISTRY  
CASE MANAGER  
(213) 637-7373  
cilara@la-archdiocese.org

**Karina Rubio**  
EXECUTIVE ASSISTANT  
(213) 637-7642  
krubio@la-archdiocese.org

**Clergy Abuse Toll-Free Line**  
TO REPORT CLERGY SEXUAL ABUSE  
OF MINORS  
(800) 355-2545

## SAFEGUARD THE CHILDREN DEPARTMENT

**Joan Vienna**  
SAFEGUARD THE CHILDREN  
COORDINATOR  
(213) 637-7227  
jvienna@la-archdiocese.org

**Brenda Melendez Cabrera**  
ASSOCIATE DIRECTOR  
(213) 637-7508  
bmelendez@la-archdiocese.org

**Marisol Avila**  
ADMINISTRATIVE ASSISTANT  
(213) 637-7093  
m.avila@la-archdiocese.org

**Annette Vichot**  
EXECUTIVE ASSISTANT  
(213) 637-7228  
avichot@la-archdiocese.org

**Safeguard the Children**  
CHILD ABUSE EDUCATION  
AND RESOURCES  
(213) 637-7227

## LEGAL DEPARTMENT

**Margaret Graf**  
GENERAL COUNSEL  
(213) 637-7511  
mggraf@la-archdiocese.org



Archdiocese of Los Angeles  
Fingerprinting Department  
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