

# Diocese of Pensacola-Tallahassee Volunteer Registration Instructions

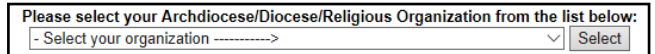
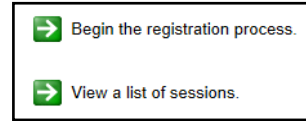
Please register for online training within **VIRTUS Online**.

Click on this link to access the VIRTUS Registration page:

[https://www.virtusonline.org/virtus/reg\\_2.cfm?them e=0&org=37827](https://www.virtusonline.org/virtus/reg_2.cfm?them e=0&org=37827)

Or, Go to <http://www.virtusonline.org>

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process. Select the name of your organization **Pensacola-Tallahassee (Diocese)** (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.



**Create** a User ID and Password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as usernames.

Click **Continue** to proceed.

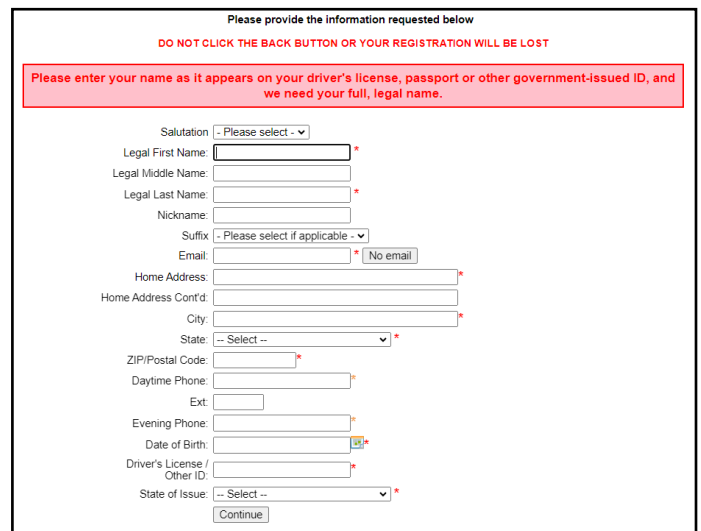


Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Date of Birth, and any Aliases.

**(Note: Do not click the back button or your registration will be lost.)**

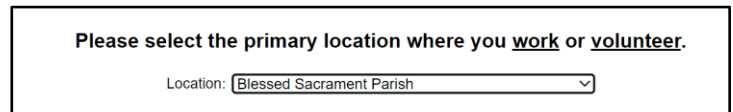
Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at [mail.yahoo.com](mailto:mail.yahoo.com), or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: [noaddress@virtus.org](mailto:noaddress@virtus.org).



**Select** the primary location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.



# Diocese of Pensacola-Tallahassee Volunteer Registration Instructions

Your selected location(s) are displayed on the screen.

Select the role(s) that you serve within the diocese. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

You can also enter your Title or Position of Service at the bottom of the screen.

Click **Continue** to proceed.

Please select the primary location where you work or volunteer:

Location:  

Please check all that apply. You must select at least one role.

Please select at least one primary role you perform at this location

**Seminarians**  
Enrolled and studying to become a priest.

**Candidate for ordination**  
Enrolled and studying to become a permanent deacon.

**Deacon**  
Ordained permanent deacon.

**BEFORE SELECTING EDUCATOR**

Read the description below.  
 DO NOT select Educator if you do not meet the description.  
 If you select Educator and do not meet the description, it will delay your registration and may result in unnecessary charges to your parish or school.

**Educator**  
Catholic School teachers, substitute teachers, and staff including accredited and non-accredited staff in the Catholic Schools. (i.e. principals, assisted teachers, administrators, and school directors to include pre-school. This role is NOT for DRE, Catechists or Parish Religion Educator staff (they should use the volunteer role or employee role depending on if they are paid or not)

**Employee**  
Paid employees working in a parish. Paid employees working in a school that is NOT an educator.

**Independent Contractor**  
Contracted person who has DIRECT care of children. Such as, a speech therapist or behavioral therapist that is paid by another entity outside of the Diocese of Pensacola-Tallahassee parish.

**Priest**  
Ordained Priest

**Student Employee - Teen Peer Leader**  
High school student that is employed by the Diocese and will be in the care of children. This includes CYSL, summer camp and VBS paid employees.

**Student Volunteer - Teen Peer Leader**  
High school student that is volunteering within the Diocese and will be in the care of children. This includes CYSL, summer camp and VBS programs and those volunteering with children to obtain volunteer hours for school requirements.

**Vendor**  
A contracted person or business with has NO direct care of children and will be on a school or church property when children MAY or MAY NOT be present. Such as a HVAC, plumbing or lawn care service.

**Volunteer**  
A volunteer serves in a variety of positions without pay or remuneration of any kind. Such as catechist, eucharistic ministers, school volunteers, parish volunteers or volunteer athletic coaches. Those who receive a stipend or any financial compensation are considered employees.

Please select any additional roles you perform at this location

**Athletic Coach**

**Before Care/After Care Employee**

**Catechist**

**VPK/Pre-School**

If you have a title within this organization, please enter it below.  
 If you do not have a title, please briefly describe what you do for this organization.

Title or Position of Service:

Please select **Yes** if you have any additional locations or click **No** to continue.

**You have chosen following locations and roles:**

**Blessed Sacrament Parish**

- Volunteer 

**Are you associated with any other locations?**

Answer the questions and check the declaration box. Type in your name and the date and click Continue.

Will you be driving on behalf of the Diocese of Pensacola-Tallahassee?

Yes  
 No

Will you be driving **children/students** on behalf of the Diocese of Pensacola-Tallahassee?

Yes  
 No

Will be handling money or credit cards on behalf of Diocese of Pensacola-Tallahassee?

Yes  
 No

Do you manage or supervise employees or volunteers on behalf of the diocese in any capacity?

Yes  
 No

**I declare that the statements on this form are true and correct**

Full Name (first, middle, and last)\*:  (John D. Smith)

Today's Date\*:  (mm/dd/yyyy)

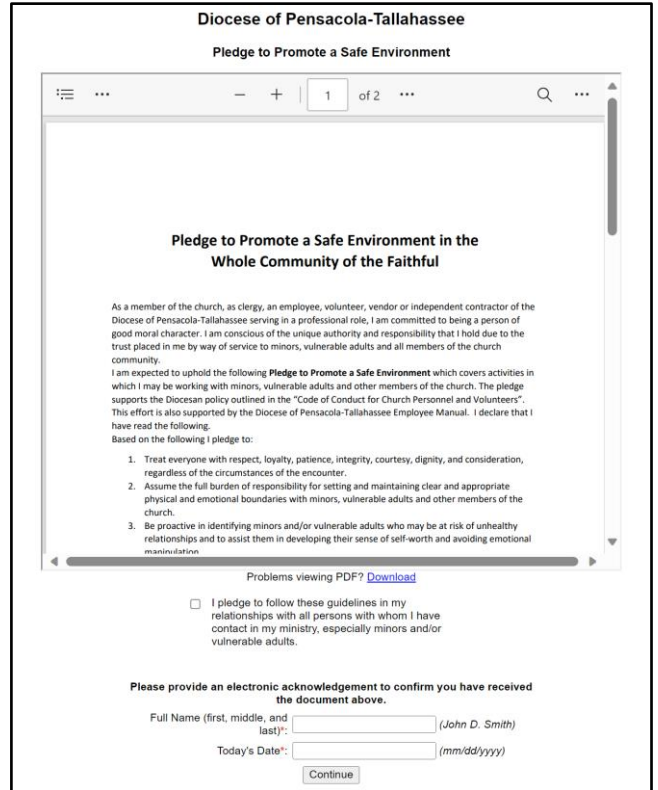
# Diocese of Pensacola-Tallahassee Volunteer Registration Instructions

Please review and acknowledge you have read the following document:

➤ **Diocese of Pensacola-Tallahassee Pledge**

To proceed, please **Confirm** by clicking on the checkbox to acknowledge "I pledge to follow these guidelines in my relationships with all persons with whom I have contact in my ministry, especially minors and/or vulnerable adults." and enter your full name and today's date.

Click on **Continue**.



Diocese of Pensacola-Tallahassee  
Pledge to Promote a Safe Environment

Pledge to Promote a Safe Environment in the Whole Community of the Faithful

As a member of the church, as clergy, an employee, volunteer, vendor or independent contractor of the Diocese of Pensacola-Tallahassee serving in a professional role, I am committed to being a person of good moral character. I am conscious of the unique authority and responsibility that I hold due to the trust placed in me by way of service to minors, vulnerable adults and all members of the church community.

I am expected to uphold the following **Pledge to Promote a Safe Environment** which covers activities in which I may be working with minors, vulnerable adults and other members of the church. The pledge supports the Diocesan policy outlined in the "Code of Conduct for Church Personnel and Volunteers". This effort is also supported by the Diocese of Pensacola-Tallahassee Employee Manual. I declare that I have read the following.

Based on the following I pledge to:

1. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration, regardless of the circumstances of the encounter.
2. Assume the full burden of responsibility for setting and maintaining clear and appropriate physical and emotional boundaries with minors, vulnerable adults and other members of the church.
3. Be proactive in identifying minors and/or vulnerable adults who may be at risk of unhealthy relationships and to assist them in developing their sense of self-worth and avoiding emotional manipulation.

I pledge to follow these guidelines in my relationships with all persons with whom I have contact in my ministry, especially minors and/or vulnerable adults.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle, and last):  (John D. Smith)

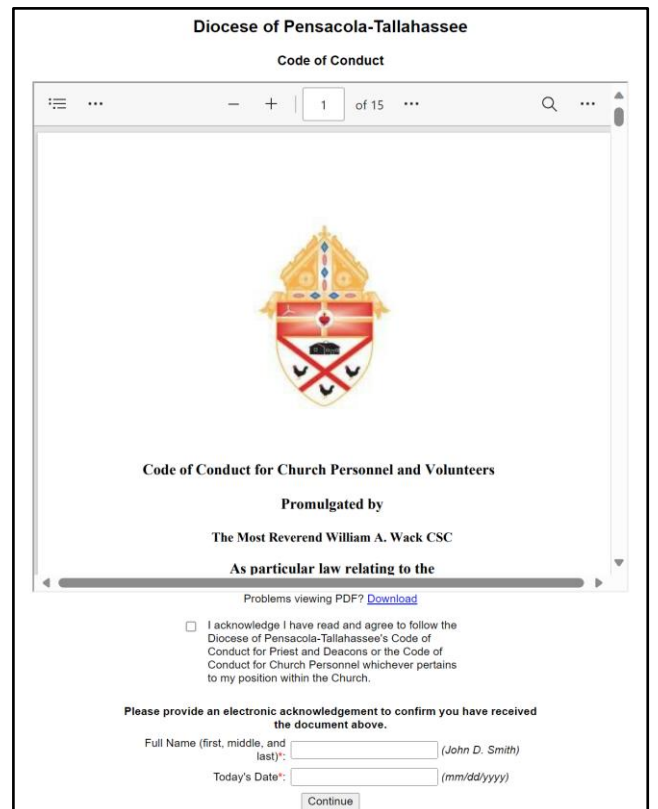
Today's Date\*:  (mm/dd/yyyy)

Please review and acknowledge you have read the following document:


➤ **Diocese of Pensacola-Tallahassee Code of Conduct**

To proceed, please **Confirm** by clicking on the checkbox to acknowledge "I acknowledge I have read and agree to follow the Diocese of Pensacola-Tallahassee's Code of Conduct for Priest and Deacons or the Code of Conduct for Church Personnel whichever pertains to my position within the Church" and enter your full name and today's date.

Click on **Continue**.



Diocese of Pensacola-Tallahassee  
Code of Conduct



Code of Conduct for Church Personnel and Volunteers

Promulgated by  
The Most Reverend William A. Wack CSC

As particular law relating to the

I acknowledge I have read and agree to follow the Diocese of Pensacola-Tallahassee's Code of Conduct for Priest and Deacons or the Code of Conduct for Church Personnel whichever pertains to my position within the Church.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle, and last):  (John D. Smith)

Today's Date\*:  (mm/dd/yyyy)

# Diocese of Pensacola-Tallahassee Volunteer Registration Instructions

If presented with this screen, please review and acknowledge you have read the following document:

➤ **Diocese of Pensacola – Motor Vehicle Report Form**

To proceed, please **Confirm** by clicking on the checkbox to acknowledge and enter your full name and today's date.

Click on **Continue**.

**Diocese of Pensacola-Tallahassee**

**Motor Vehicle Report Form**

Please email a copy of driver's license and insurance declaration page to [HR@ptdiocese.org](mailto:HR@ptdiocese.org)

**CERTIFICATION AND PERMISSION:** I certify that the information I have provided is correct and accurate to the best of my knowledge and ability. I understand that in order to provide transportation for any diocesan, school, youth group or parish related activities, I must be at least 21 years of age and possess a valid driver's license, vehicle registration and required insurance coverage. I must be at least 25 years of age to drive with students/children in the vehicle. I understand that when providing transportation for minors, I am acting as an adult chaperone, and will conduct myself accordingly with respect to the expectations and guidelines of the Diocese of Pensacola-Tallahassee. I am aware that consumer and motor vehicle reports may be obtained as part of the Diocese of Pensacola-Tallahassee's evaluation before being able to drive for an event. The reports may be procured by the diocese or its insurance company representative(s), and may include personal information obtained from state motor vehicle departments, my driving record, an assessment of my insurability for the insurance program, or other consumer reports. By signing this letter, I hereby provide my authorization for the Diocese of Pensacola-Tallahassee or their insurance company representative(s) to procure such information and reports, as well as additional reports about me from time-to-time as deemed appropriate, to evaluate my insurability or for other permissible purposes.

Please provide an electronic acknowledgement to confirm you will follow the instructions above.

Full Name (first, middle, and last):  (John D. Smith)

Today's Date:  (mm/dd/yyyy)

If presented with this screen, please review and acknowledge you have read the following document:

➤ **Diocese of Pensacola – FCRA Disclosure and Authorization**


Please download, complete and forward to [hr@ptdiocese.org](mailto:hr@ptdiocese.org).

To proceed, please **Confirm** by clicking on the checkbox to acknowledge and enter your full name and today's date.

Click on **Continue**.

**Diocese of Pensacola-Tallahassee**

**FCRA Disclosure and Authorization**

  
[Download](#)

Please download, complete and forward to [hr@ptdiocese.org](mailto:hr@ptdiocese.org)

Please provide an electronic acknowledgement to confirm you will download, complete and forward to [hr@ptdiocese.org](mailto:hr@ptdiocese.org).

Full Name (first, middle, and last):  (John D. Smith)

Today's Date:  (mm/dd/yyyy)

Please review and acknowledge you have read the following document:

➤ **Diocese of Pensacola-Tallahassee VECHS Waiver Agreement and Statement**

To proceed, please **Confirm** by clicking on the checkbox to acknowledge "I hereby represent that I have read, and understand this document." and enter your full name and today's date.

Click on **Continue**.

**Diocese of Pensacola-Tallahassee**

**VECHS Waiver Agreement and Statement**

1 of 1

**VECHS WAIVER AGREEMENT AND STATEMENT**

**Florida Department of Law Enforcement**

**Volunteer & Employee Criminal History System (VECHS)**  
 for Criminal History Record Checks under the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes

This form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize the Diocese of Pensacola-Tallahassee to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me.

I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I choose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information viewing PDF? Download

By electronically signing this document you hereby acknowledge that you have read and agree to the FDLE Vechs Waiver Agreement and Statement.

It is understood that the electronic signature appearing on this agreement is the same as a handwritten signature for the purpose of validity, enforceability, and admissibility.

Full Name (first, middle, and last):  (John D. Smith)

Today's Date:  (mm/dd/yyyy)

# Diocese of Pensacola-Tallahassee Volunteer Registration Instructions

**Live Scan Instructions** with the needed Fingerprint Codes by Category. Click on **Step 1** to review the instructions in more detail and click on **Step 2** to schedule an appointment with Fieldprint.

**Live Scan Instructions:**

You will be required to enter your contact information and demographic information.  
 You will be asked to provide other personal information which is required by the FDLE / FBI in order to process your history screening background check.  
 You will be prompted to find a local scanning facility and to schedule an appointment. Payment arrangements will be requested. Instructions, maps, etc. for the facilities are provided online.

**Step 1:** [Download the Fieldprint Florida LiveScan Instructions.](#) (This will open in a new tab)


**Step 2:** [Click the link to begin](#)

If you have any questions about the scheduling process, please call 800-798-1067.

- Log on to <https://www.fieldprintflorida.com> website
- Click on "Schedule an appointment"
- Enter the "Fingerprint Code" based on categories written below.
- Enter Personal Information and continue.
- Demographics - i.e., citizenship, place of birth, etc.
- Employee - Enter your location address.

Category	Fingerprint Code
<b>Parish Volunteer:</b> A volunteer serves in a variety of positions without pay or remuneration of any kind.	FPDioceseParishVol
<b>Parish Employee:</b> An Employee works for a parish of the diocese; is paid or receives a stipend or any financial compensation.	FPDioceseParishEmp
<b>School Volunteer:</b> A volunteer serves with a school in a variety of ways without pay or remuneration of any kind.	FPDiocesePensacolaSchEmp
<b>School Employee:</b> Catholic School teachers, substitute teachers, and staff, including accredited and nonaccredited staff in the Catholic Schools, i.e. salaried teachers, principals, administrators, and non-teaching school staff includes CYSL employees.	FPDiocesePensacolaSchEmp
<b>Contractor or Vendor:</b> Contracted personal that has access to school properties. Ex: speech therapist, food management companies, maintenance companies such as: Plumbers, Electricians, Lawn Service.	FPDiocesePTVendors
<b>Pastoral Center Employee:</b> Works within the Pastoral Center providing services to the Diocese.	FPDiocesePastoralEmp
<b>Catholic Charities Employee:</b> A paid Employee working for Catholic Charities	FPDioceseCathCharityEmp
<b>Catholic Charities Volunteer:</b> A volunteer service in a variety of positions for Catholic Charities.	FPDioceseCathCharityVol
<b>Clergy and Religious:</b> Priests / Deacons / Seminarians / Consecrated Religious Orders (paid or unpaid)	FPDiocesePriestClergy

**Step 1** provides instructions on completing your background check through Live Scan. This will open a new tab.


**THE CATHOLIC DIOCESE**  
 of  
**PENSACOLA-TALLAHASSEE**  
 THE OFFICE for SAFE ENVIRONMENT  
**Instructions for Live Scan Fingerprinting**

- The individual being screened will be asked input their personal and demographic information.
- The information requested on the scheduling site is the information required by the FDLE/FBI in order to process the screening.
- Reason for fingerprinting: **Florida: VEOIS**
- Schedule appointment with the nearest Fieldprint fingerprinting location listed.
- Enter the **Fingerprint code** from the chart below which reflects your role or position within the Diocese.  
**NOTE: These codes are case sensitive and need to be entered exactly as seen.**
- Bring two forms of ID, one being a photo ID to the appointment.
- Please print the appointment confirmation number or write the number down and they are to bring it with them to the place they selected to be fingerprinted.
- If you need to change or cancel an appointment please do so before 48 hours of the appointment time. Not cancelling or not showing for the appointment will incur the school with a \$15.00 fee.

When the Office of Safe Environment (OSE) receives the background check results, the approval will be updated in the Diocesan Database: **VIRTUS**.


CATEGORY:	FIELDPRINT CODE:
<b>Parish Volunteer:</b> A volunteer serves in a variety of positions without pay or remuneration of any kind.	FPDioceseParishVol
<b>Parish Employee:</b> An Employee works for a parish of the diocese; is paid or receives a stipend or any financial compensation.	FPDioceseParishEmp
<b>School Volunteer:</b> A volunteer serves with a school in a variety of ways without pay or remuneration of any kind.	FPDiocesePensacolaSchEmp
<b>School Employee:</b> Catholic School teachers, substitute teachers, and staff, including accredited and non-accredited staff in the Catholic Schools, i.e. salaried teachers, principals, administrators, and non-teaching school staff. Includes CYSL employees.	FPDiocesePensacolaSchEmp
<b>Contractor or Vendor:</b> Contracted personal that has access to school properties. Ex: speech therapist, food management companies, maintenance companies such as: Plumbers, Electricians, Lawn Service.	FPDiocesePTVendors
<b>Pastoral Center Employee:</b> Works within the Pastoral Center providing services to the Diocese.	FPDiocesePastoralEmp
<b>Catholic Charities Employee:</b> A paid Employee working for Catholic Charities	FPDioceseCathCharityEmp
<b>Catholic Charities Volunteer:</b> A volunteer service in a variety of positions for Catholic Charities.	FPDioceseCathCharityVol
<b>Clergy and Religious:</b> Priests / Deacons / Seminarians / Consecrated Religious Orders (paid or unpaid)	FPDiocesePriestClergy

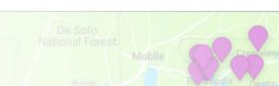
If you have any issues or questions, you may contact: Fieldprint, Inc's customer service team: at (800) 799-1067  
 CustomerService@fieldprint.com or Diocesan Office of Safe Environment Coordinator: Tina Crowell (850) 435-3570 Email: crowell@diocese.org

Rev. 1/2024

**Step 2** to Schedule Appointment to Florida's Livescan through Fieldprint.

Once you complete this process and close the tab, your VIRTUS account will be accessible to access the online training.





## Florida's Largest Livescan Network

For Individuals

Electronically schedule an appointment at one of our many conveniently located Livescan sites across the state. Each site is also photo-enabled.

Schedule Appointment

[I have already scheduled](#) →



# Diocese of Pensacola-Tallahassee Volunteer Registration Instructions

To complete your online training, click on the link in the “Current Training” box.

The screenshot shows a dashboard with six main sections:

- Current Training:** Contains a link that says "You have 1 online module assigned". This link is circled in red in the original image.
- Required Documents:** States "Your documents are current".
- Contacts:** Lists "Your primary contact" as "Safe Environment Coordinator".
- My Info:** Shows "Your primary location" as "Diocese of Pensacola-Tallahassee - Administration" and "Your primary role" as "Volunteer".
- Reporting Abuse:** Includes a link that says "Click here for reporting options".
- Resources:** Includes a link for "Fieldprint Instructions".

Please click on the green circle to begin the Online Training module(s) presented.

Once your account is activated by the Diocese, you can log back into your account and access the certificate(s).

### Online Training Modules

To begin your online training, please click the title of your assigned training:

- ✔ [Protecting God's Children Online Awareness Session 4.0](#)  
 Assigned: 12/18/2023  
 Due: 01/01/2024

If you have additional questions about VIRTUS Online training, please contact your local safe environment administrator or your diocesan administrator.



For trouble logging in, you can contact the VIRTUS Help Desk at 888-847-8870.