

Visitors, volunteers and vendors must check in at the school's front lobby kiosk to receive a yellow badge.



Visitors

A visitor must provide a valid id with date of birth to the receptionist who will provide a badge. The visitor must be supervised at all times. A visitor who has more than occasional contact with our students is strongly encouraged to apply to be a volunteer.

Volunteers

1. Must be fingerprinted
2. Must take the web based Shield the Vulnerable Course



Fingerprinting - \$20 fee

You must be fingerprinted through the Diocese of San Jose regardless of whether you were already fingerprinted through other organizations because legally these databases cannot be shared.

- Set up your appointment through the Campbell Verify Group; walk-ins are accepted, Monday-Friday 9-5pm (262 E. Hamilton Ave., Suite A in Campbell)
<http://www.verifygroup.com> or call 408-761-2156.
Tell them this is for "307-St. Simon Parish School"
- You'll be asked to pay the \$20 fee.
- Bring 3 copies of the "Request for Live Scan Service"



Web based training

Go to the <http://www.shieldthevulnerable.org>

- Click the icon for "First-Time Signup: Click Here."
- Click Organization: "Catholic Dioceses"
- Click the drop down menu for "Catholic Dioceses" to choose 'San Jose Diocese (CA)'
- Click the drop down menu for 'User Type': Adult User or 'Student Gr4-12'
- Complete login/user data before you start the training module.
- The online training is about 90 minutes; you can Save and Return later.
- Provide the Certificate of Completion to the school office or email to mwilley@stsimon.org
Certification is good for 3 years; you will be notified when it's time to renew.



Student Volunteers who are under 18 years old

- Safe environment training is required prior to volunteering (see above).
- Fingerprinting is not required
- When completed, you will sign in at the School Lobby's KeepnTrack kiosk as a **Student**

Vendors – Contact mwilley@stsimon.org for requirements to be an approved vendor.

Thank you for your cooperation in keeping our students as safe as possible.





REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A3251

ORI (Code assigned by DOJ)

Volunteer

Authorized Applicant Type

Volunteer/VCA

Type of License/Certification/Permit OB Working Title (Maximum 30 characters - If assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Diocese of San Jose

Agency Authorized to Receive Criminal Record Information

01182

Mail Code (five-digit code assigned by DOJ)

1150 North First Street, Suite 100

Street Address or P.O. Box

Linda Greco

Contact Name (mandatory for all school submissions)

San Jose

City

CA 95112

State ZIP Code

408-983-0149

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name
(AKA or Alias) Last

First

Suffix

Date of Birth

Sex Male Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing

Number

(Agency Billing Number)

Misc.

Number

(Other Identification Number)

Home

Address Street Address or P.O. Box

City

State

ZIP Code

Your Number: **307 - St. Simon School**

OCA Number (Agency Identifying Number)

Level of Service:



DOJ



FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City

State

ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Susan Dias

Name of Operator

Verify Group, inc.

Date

CK2 EM3

\$20.00

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed



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