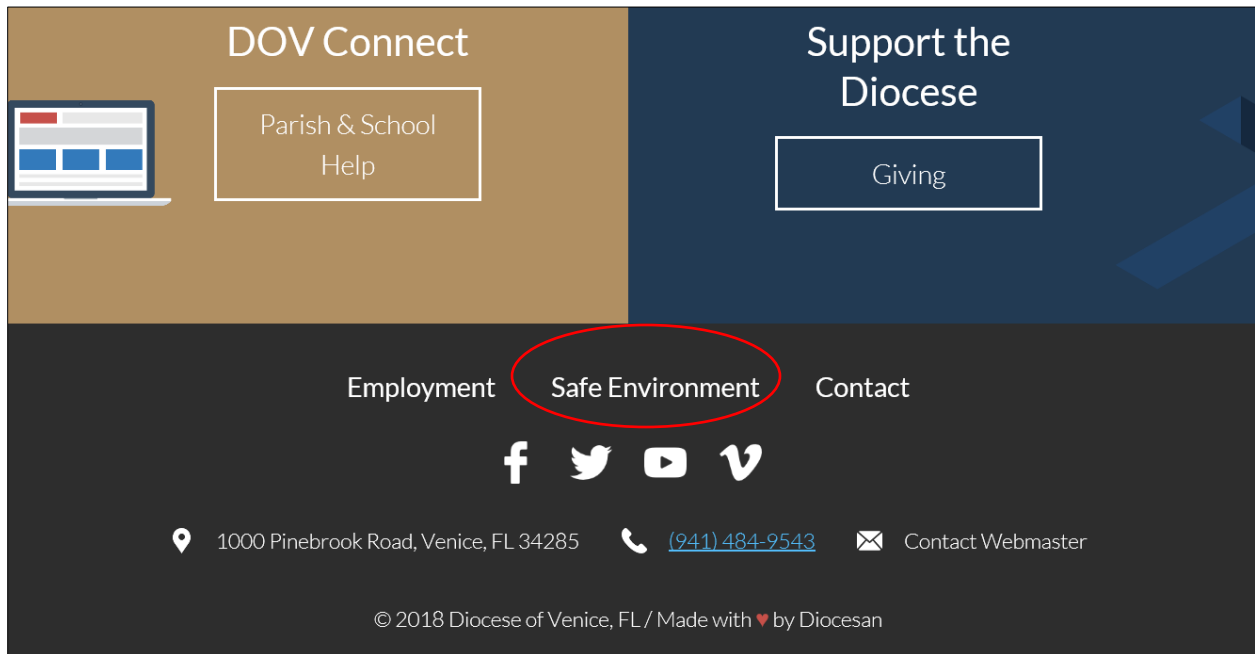
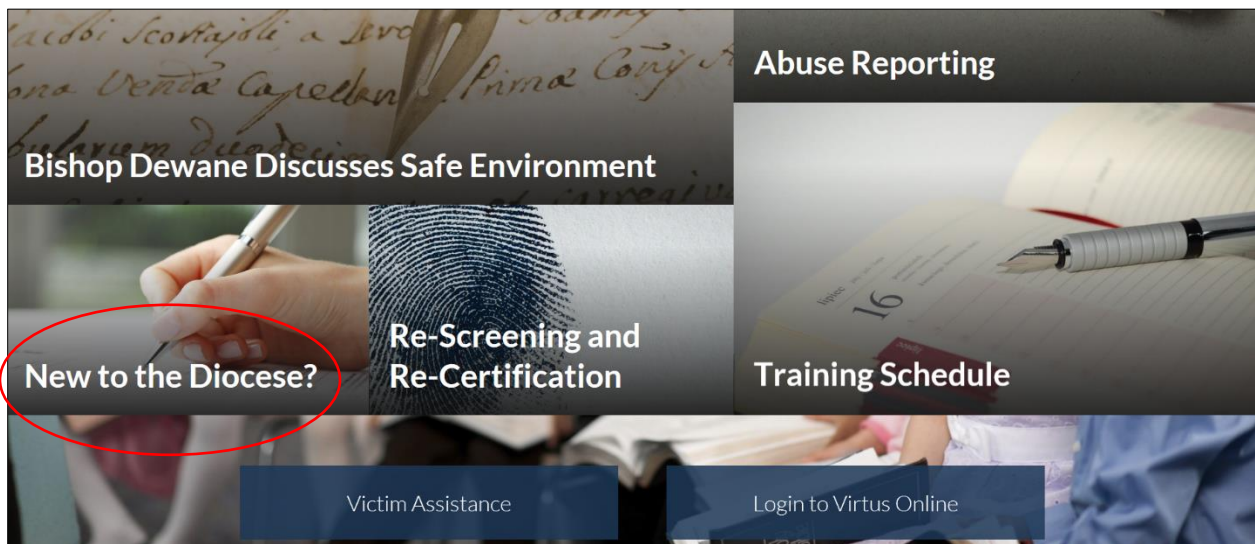


Background Screening and Safe Environment Training Certification Instructions

1. Go to the Diocesan Safe Environment Website. A direct link is located at the bottom of the Diocesan Homepage.



2. On the Diocesan Safe Environment Website, click "New to the Diocese?"



3. Follow the prompts for background screening and safe environment training certification. You will be guided through the process by creating an account in Virtus Online.

Background Screening & Safe Environment Training Certification

The Diocese of Venice engages First Advantage as the provider of fingerprinting, criminal background screening, & data management services.

All employees and those volunteers working with children and vulnerable adults are required to complete Background Screening and Safe Environment Training Certification **PRIOR** to beginning work or as an active volunteer.

Screening & Safe Environment Training Certification Process

You will be guided through the process by logging in to Virtus Online.

- **REGISTER** on Virtus Online [here](#)
- If you have a Virtus Online account for the Diocese of Venice, do not create a new account.
- You must create a new account, even if you have an account with another diocese.
- If you don't remember your Diocese of Venice account information you will find a link to retrieve your account information on the Virtus Online login page when you click the link above.



4. Complete your account in Virtus by clicking the link to register for the fingerprinting process.

First Advantage provides a web-based application & registration system allowing Diocesan personnel, contractor/vendors, clergy, religious, seminarians, and volunteers a means to process fingerprint-based criminal history background screenings in accordance with the Diocese of Venice Policy and Procedural Guidelines relating to the Protection of Children and Vulnerable Adults. The fingerprints are submitted electronically to the Florida Department of Law Enforcement and the Federal Bureau of Investigation with the results available to the Diocesan Safe Environment Coordinator within 24 to 48 hours. The results are provided to the parish, school or other diocesan entity.

Fingerprinting process:

REGISTER online by accessing: <https://fingerprint.fadv.com/Registration>

NOTE: First Advantage suggests using Chrome as your Internet Browser to complete the application.

- USER NAME: **diov**
- PASSWORD: **Password1**

You will be prompted to schedule an appointment at one of the fingerprinting centers listed (you will receive a confirmation after you have completed the online registration process). New applicants must bring the confirmation with you to your scheduled appointment in order to complete the process.

You must provide a government-issued photo ID document (i.e. driver's license, military ID card, etc.) You must bring this exact identification document with you to your scheduled appointment.

[Click here to register for the fingerprinting process](#)

