Fingerprinting Instructions: Below are the two steps required by the Diocese of Orlando for all employees and volunteers: Prints must be renewed every five years.

Step 1: Safe Environment Training

Step 2: Fingerprint Registration

To begin go to www.orlandodiocese.org, click on the Safe Environment tab and follow the instructions to register.

The Fieldprint codes for Santa Fe are:

- FPSFHSchoolEmp (Paid Personnel & Coaches)
- FPSFHSchoolVendor (Substitute Teachers, Independent Contractors)
- FPSFHSchoolVol (Non-paid Personnel)

Fingerprinting Costs

- Volunteers: $44
- Employees/Clergy: $51.25

Extra Fee – there is a rescheduling/missed appointment fee of $12.50 that Fieldprint charges. When you register you will create a username and password at the beginning in case you need to log back in to either reschedule your appointment or make any changes.

Fingerprint locations will be postal places now. When registering you will enter your address and a listing will show up to choose from.