

FINGERPRINTING – STEP-BY-STEP REGISTRATION PROCESS

1. Go online to www.adom.sofn.net
2. Read and check next to the RED statement at the bottom of the page indicating that you understand all the instructions. Hit NEXT.
3. Select **Job/Vol Location Type**: Select your entity type: Church, School, Catholic Health, or Catholic Charities.
Note: If you belong to an entity type other than those listed (i.e. Cemeteries, Book Stores, Retreat Houses), select Church and then check for your entity's name under Job/Vol Location. If you still cannot find the name there, then go back to Job/Vol Location Type, select another entity type (i.e. Catholic Health), and do the same process until you find the actual name of your entity under Job/Vol Location Type. It is imperative that you select the correct entity's name because we cannot make any changes to the information you select here. If you are a parent of a student in one of our schools and they are requiring your Background Check, select School even if you also belong to the parish.

Select **Job/Vol Location**: Choose the actual name of the entity requesting your background check.

Note: It is essential that you select the correct name of your entity because the results will be sent to the location you select here.

Select **Applicant Type**: Choose New Employee, Existing Employee, Volunteer, or Vendor/Contractor.

Note: If you are a parent of a student in one of our schools then select Volunteer.

Select **Job Type**: Choose your job title or Other if yours is not listed.

Note: If you are a parent of a student in one our schools, select School Personnel Volunteer.

Enter the **Confirmation Code** as given, for verification.

Note: If you make a mistake, the system will just bring you back to this page and you would just start on this page again.

Hit Submit.

4. Choose from the State Locator Menu and select Florida.
Hit Search.

5. Choose any Service Center convenient to you.

Note: If the Archdiocese of Miami is going to your pertinent entity on a specific date and you have already scheduled an appointment with your entity to attend on that date, then just select Archdiocese of Miami/Safe Environment Office, otherwise, select the Service Center of your choice and make an appointment directly with them.

Hit Buy Now.

6. Enter all personal information as indicated in RED.

Note: This portion is highly sensitive, read all sub-instructions that appear on the upper side of your screen as you get to each section, for example: Height-5'7" = 507. Everyone must register using one government-issued photo identification (i.e. driver's license, military ID card, etc.).

Hit Next.

7. Read and verify that all personal information entered is accurate and pertains to you.
If you need to make any changes, hit Edit at the bottom of the page.
If all the information is accurate, check next to the RED statement at the bottom of the page.
Hit Next.

8. Read all Disqualifying Criminal Charges and Affirmation.

Select YES/NO if a National Criminal Background Check have ever been previously requested on you. If yes, enter all necessary information pertaining to that request.

Select YES/NO if you have ever been Convicted of a crime. Provide detailed information of that Conviction in the space provided.

Select YES/NO to authorize the Archdiocese of Miami to release your criminal history to other qualified entities.

For example: other VECHS clients like Catholic Charities or the Miami-Dade/Broward County School Board (if requested).

Check next to the RED statement at the bottom of the page and enter the Initials of your First Name and Last Name.

For example: Maria Antoinette Smith-Perez = MS

Hit Next.

9. TO VENDORS/CONTRACTORS AND ENTITIES NOT ADMINISTERED BY THE ARCHDIOCESE OF MIAMI ONLY:

Enter Credit Card, Pay Pal, Company/Personal Check or Money Order information.

Note: Selecting that you will pay by check or money order allows you to continue the process, but your fingerprints will not be submitted until payment is processed and cleared through ABG (PrideRock). The address of ABG is identified on the registration website.

10. Print the SOFN Receipt (Bar Code Receipt).

Note: If a printer is not available, write the bar code number exactly as it appears on the screen and bring it to the Service Center along with the specific Photo ID you used to register.

11. After registering, call to schedule an appointment at the selected Service Center. You **MUST** take the printed Bar Code receipt along with the Photo ID used during registration to the selected Service Center.

All Applicants **MUST** sign the Waiver Agreement and Statement using the Electronic Signature Pad after completing the fingerprint process at the Service Center. Results of the screening will be directly provided from the FDLE to the Archdiocese of Miami Background Check Department.

Individuals that do not have access to a computer should contact their pertinent parish, school, Archdiocesan entity or the Archdiocese of Miami directly for their designated coordinator. If you have any questions regarding this new process, or need additional assistance with registration, you may contact ABG (PrideRock) Customer Service at 1-877-323-8885 or the Archdiocese of Miami Background Check Department:

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