

Fingerprinting Process: Overview

Fingerprinting an employee or volunteer in one of our Catholic Schools can be facilitated in one of two ways:

1. The preferred process is for all employees and volunteers to be fingerprinted at a designated time and place through the Archdiocese of Los Angeles (ADLA):
<http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx>.

Facilitating through the ADLA is preferred because it is a centralized, streamlined, and more organized process that is faster, more accurate, and far less prone to mistakes that can hold up fingerprinting records.

2. A secondary option for fingerprinting an employee or volunteer is to go through a 3rd party vendor that provides the LiveScan fingerprinting service.

Please note that although it is acceptable to use a 3rd party vendor, every effort should be made to go through the ADLA first. Fingerprinting through 3rd party vendors can lead to a host of errors and inaccuracies. In order to send an employee or volunteer to a 3rd party to facilitate fingerprinting, the school must complete a “Fingerprint Applicant Questionnaire Form” that is provided by the Fingerprinting department at the Archdiocese. Once the Fingerprinting Department receives that form with the applicant’s information, they will prepare the LiveScan Fingerprinting form that is necessary for that employee or volunteer to bring with them to the 3rd Party Vendor to facilitate the fingerprinting process. In most circumstances, the Fingerprinting Department will be able to provide the prepared LiveScan Fingerprinting Form back to the school the same day of the request. This process will better ensure accuracy and proper record keeping in the VPIN system.

Fingerprinting FAQ for Elementary and High Schools

- *I understand that the Archdiocese of Los Angeles (ADLA) sets up appointments to process Live Scan fingerprinting at various schools and parishes. These appointments seem to fill up very quickly and they are not always close by or convenient driving distance for teachers, coaches, or volunteers.*

How can we get more Live Scan fingerprinting opportunities so that it is easier and more practical to send people to these ADLA facilitated appointments?

We now have the additional capacity to provide Fingerprinting at more schools. Please contact the ADLA Fingerprinting Department at DnJBarry@la-archdiocese.org or JAvenido@la-archdiocese.org to schedule a fingerprint hosting and share any suggestions on how we can best serve you.

- *There are times when there is an immediate need to send an individual for Live Scan fingerprint processing and no ADLA appointment is available or reasonably local. Do schools have the option of processing the fingerprinting of a potential employee or volunteer through a third party vendor (such as a police department or independent service that offers Live Scan service) rather than going through the ADLA?*

Yes, however every effort should be made to go through the ADLA because it is much more accurate and timely. Schools have the option of sending applicants to process their fingerprinting through a third party Live Scan vendor, but only when using a “Fingerprint Applicant Questionnaire” form that has been provided by the Fingerprinting Department of the ADLA.

- *If the fingerprinting process is facilitated through the Archdiocese, how will a principal know if a potential employee or volunteer has something on their record?*

Principals will be contacted and informed by the Fingerprinting Department of the Archdiocese.

- *Can I learn about a potential employee or volunteer’s fingerprint status through VPIN?*

Yes. Before extending an offer of employment or sending a candidate to be fingerprinted, you should check VPIN to determine if the candidate’s name appears. If so, you should ask the candidate if he/she has been fingerprinted and then contact ADLA Fingerprinting Department to confirm whether the individual has been previously fingerprinted and cleared and under which California code. If the candidate has been cleared under the appropriate California Code, then the candidate does not need to be fingerprinted again and can start work immediately.

- *VPIN seems slow to show current and updated information about employees and volunteers. Can anything be done so that VPIN can more quickly show current, accurate information?*

Yes. The VPIN system used to update information just once a month. The system has improved and now updates records twice a month. Principals can now see updates to the system about every two weeks.

- *What do I do if an employee or volunteer is no longer interested, quit, is terminated or has moved?*

Please fill out the Fingerprinting Department’s Database Assignment form and email it to JAvenido@la-archdiocese.org or to DnJBarry@la-archdiocese.org to update the VPIN Database.

Questions? Clarifications? ADLA Fingerprint Department Contact Information:

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