

## FINGERPRINT PROCESS & AVAILABLE LOCATIONS

The Archdiocese of Miami has enlisted Advantage Biometric Group (ABG) (formerly known as PrideRock Holding Company, Inc.) as our new provider of Fingerprinting Services & Data Management. It is the policy of The Archdiocese of Miami to conduct a State & National Background Check (Level 2) through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigations (FBI). ABG provides similar services to the Dioceses of Venice, St. Petersburg, and Palm Beach. **This process pertains to new or renewing (after 5 years) Clergy, Religious, Seminarians, Employees, Volunteers, Contractors & Vendors.**

1. All Archdiocesan personnel **MUST** register on-line by accessing [www.adom.sofn.net](http://www.adom.sofn.net)
2. Select a Service Center online and obtain (print) a Bar Code receipt, which is automatically generated at the end of the registration process. If you already have made a fingerprint appointment at your pertinent entity, then choose the Archdiocese of Miami as your Service Center.
3. After registering, call to schedule an appointment at the selected Service Center. If you already have made a fingerprint appointment at your pertinent entity, you **DO NOT** have to call the Archdiocese of Miami to schedule an appointment as indicated online. You **MUST** take the printed Bar Code receipt along with the Photo ID used during registration to the selected Service Center. The fingerprinting system **WILL NOT WORK** without these numbers.

The Archdiocese of Miami will pay for all employees and volunteers of all entities that are controlled by, operated by, or administered by the Archdiocese. All Contractors and Vendors must pay. Employees and Volunteers of schools not administered by the Archdiocese must also pay. Payment will be required online during the registration process.

Here is a list of all Service Centers throughout Miami-Dade & Broward. **YOU MUST REGISTER ON-LINE AT [www.adom.sofn.net](http://www.adom.sofn.net) PRIOR TO GOING TO ANY OF THESE CENTERS** (see instructions listed above).

### Miami-Dade County

Archdiocese of Miami	9401 Biscayne Boulevard, Miami Shores, FL 33138 <i>BY APPOINTMENT ONLY</i>	Phone: 305-762-1057 or 305-762-1059
Intellimed	7902 NW 36 <sup>th</sup> Street, Suite #208, Doral, FL 33166	Phone: 305-436-2828
Mail Mart	13727 SW 152 <sup>nd</sup> Street, Kendall, FL 33177	Phone: 305-255-6480

### Broward County

PAC Ship N More	1313 South Military Trail, Deerfield Beach, FL 33442	Phone: 954-360-7225
US Pack N Ship	7744 Peters Road, Plantation, FL 33324 <i>Must Call Ahead</i>	Phone: 954-423-3544
Parcels Plus	2637 East Atlantic Boulevard, Pompano Beach, FL 33062 <i>No Appointment Needed</i>	Phone: 954-782-9527
Super Postal	314 East Dania Beach Blvd, Dania Beach, FL 33004	Phone: 954-920-1901
Pac N' Send	3640-B3 North Federal Highway, Lighthouse Pointe, FL 33064	Phone: 954-946-7760

*Please note: The above is the most current list of Service Centers as of the date this document was last updated (specified below). This list may change in the future. The most current list is always at the registration site.*

If you have any questions, regarding this new process, please contact the Background Check Department:

Myriam Leinweber	305-762-1057	<a href="mailto:mleinweber@theadom.org">mleinweber@theadom.org</a>
María Victoria Carpio	305-762-1059	<a href="mailto:mcarpio@theadom.org">mcarpio@theadom.org</a>

*Individuals that do not have access to a computer or require assistance in registering should contact their pertinent parish, school, Archdiocesan entity or the Archdiocese of Miami directly for their designated coordinator.*

## FINGERPRINTING – STEP-BY-STEP REGISTRATION PROCESS

1. Go online to [www.adom.sofn.net](http://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:

Myriam Leinweber	305-762-1057	<a href="mailto:mleinweber@theadom.org">mleinweber@theadom.org</a>
María Victoria Carpio	305-762-1059	<a href="mailto:mcarpio@theadom.org">mcarpio@theadom.org</a>