

Diocese of St. Augustine

Verification of History Screening Clearance and Protecting God's Children Training



Name of person to be verified: _____

Last Four Digits of Social Security # or Date of Birth: _____

<input type="checkbox"/>	Employees – Educators and School Staff, Cafeteria Staff / vendors (full time & part time), after school employees, coaches of any kind paid or unpaid
<input type="checkbox"/>	Teacher Certification Candidates (FOR DOE ONLY)
<input type="checkbox"/>	Contracted Personnel for schools – Catapult, Karate, Soccer Shots, Young Rembrants, Sous Chef, Engineering for kids, Spanish teachers, Dance teachers, Kiddie Sportz, CHAMOS Language Academy, Speech Therapy, Southern PC, LA Managementetc. paid or unpaid.
<input type="checkbox"/>	Volunteers
<input type="checkbox"/>	Vendors – plumbers, electricians, etc. if clearance is not certified by the employer prior to being sent to the school.
<input type="checkbox"/>	Priest / Clergy / Seminarians / Religious Sister – Required to be on the Retention List
<input type="checkbox"/>	Employee / non-school

Location name: _____

Person making request: _____

Telephone number: _____ Fax number: _____

Email address: _____

For Office Use Only

History Screening Check (Live Scan):

Date of last screening: _____

- Cleared Retention List
- Need Live Scan Need History Screening Sheet
- Needs to be rescreened as employee for Retention List
- Clearance denied
- Renewal due Live Scan Expired
- No record of history clearance in DOSA database

Protecting God's Children Attendance:

- No record of attendance at PGC Session
- Attendance confirmed Date: _____

Location: _____

Completed by: _____

Please allow 7 – 10 days for processing.

Fax or email to:

Donna Wilhelm

Fax: 904-288-9716

Email: dwilhelm@dosafll.com