

Live Scan Instructions:

You will be required to enter your contact information.

You will be asked to provide other personal information which is required by the FDLE / FBI in order to process your history screening background check upon arrival or you may print the document and bring it with you.

Payment will be requested at time of booking.

ScanManFL:

If you have any questions about the scheduling process, please call 904-834-9626

- Log on to www.scanmanfl.com website
- Click on "Schedule an Appointment"
- Search the "Directory of Scans" - Filter by Department (search for DOSA- (Diocese of St. Augustine)
- Choose the correct category (i.e. Volunteers, Employee-Non-School, Employee-School, Early Learning Center, Vendors, or Clergy)
- Enter registration information and continue

Category:	ScanManFL Code
Volunteers (ALL)	DOSA-Vol
Employees (Non school) - Parish, Ministry, Agencies, Institutions	DOSA-NonEdu
Employees - School (Teachers, Administration, Support Staff, After School Care, Cafeteria and Maintenance Staff, Contracted Personnel, Coaches (paid or unpaid)	DOSA-Edu
ELC Staff - Teachers and staff working with children (age 5 and under)	DOSA-ELC
Vendors - Plumbers, Electricians, Yard Maintenance etc. if clearance is not certified by the employer prior to being on parish/school property	DOSA-Vendor
Clergy - Priest, Deacon, Seminarian, Consecrated Religious Orders (paid or unpaid)	DOSA-Clergy