



What to do to get fingerprinted

At **St. Johns Country Day School** we fall under the Program **(VECHS)** Volunteer/ Employees Criminal History Search – **VECHS number (E10040006)** also known as the ORI # that is required for the fingerprinting process. This VECHS #/ ORI # indicates who is asking for the background check and is where to send the results. FDLE uses this number to send the results to St. Johns. Putting in the wrong VECHS #/ORI number will result in having to start the process over again, including additional payment and fingerprinting.

All employees are required to complete **SECTION A** below. Additionally, if you will be working with **children age 4 and under**, you must also complete **SECTION B**.

**(A)** Daon Trusted Identity Services (DTIS) is proud to serve the state of Florida. This easy and convenient service allows you to have your fingerprints electronically captured at over 80 different The UPS Store locations.

DTIS will quickly and securely transmit your fingerprints to the Florida Department of Law Enforcement for Level 2 background checks and/or the Department of Children and Families (DCF) Clearinghouse.

**To start the process, you must go online and register.**

Navigate to [www.daontis.com/home.do](http://www.daontis.com/home.do)

St. Johns Country Day School unique URL is

<https://www.daontis.com/home.do?from=811>

Customer Support: 703-797-2562 or [cscenter@dtis.com](mailto:cscenter@dtis.com)

Start the registration process by clicking **Create Account** on top right-hand corner of our website.

**Please ensure that all information is correct, entering the wrong information will result having to repeat the process and additional monies.**

Enter the requested information –

Create a DTIS username and password, confirm the password. The system will show the strength of the password if not acceptable you will not be able to proceed. (Min 6 characters and Max 20. Should contain a mix of upper and lower case, numbers and symbols. Leading and trailing spaces are removed)

Click **Create Account**

**1. Program**

You must select a **Program – VECHS Employee or Volunteer ORI: E10040006 (St. Johns Country Day School). Access code: YBATOJ**

Reason – Employee or Volunteer.

Click **Next** to continue.

**2. Applicant**

- 3.** Enter your first and last name and email address and phone number, providing the correct email will ensure that your final receipt is emailed to you once the account created and process completed. Please ensure that all areas marked with (\*) are completed

Click **Next** to continue.

4. **Alias**

Enter any Alias information (ie: Maiden name) if applicable.

Click **Done with Aliases** to continue.

5. **Home**

Enter your home address. Click **Next** to continue. – The system requires applicant to enter a home address

6. **Work**

Enter your work address if applicable. Click **Next** to continue. (St. Johns Country Day School, 3100 Doctors Lake Drive, Orange Park, FL 32073)

7. **Biographic**

Enter all required biographic information. (\* indicates required field) Click **Next** to continue.

8. **Appointment**

Click on the search and select one of the 4 options.

You must select a location to be fingerprinted. Enter a city and or zip code to search by listed address. You can also search by your home or work address if you provided that information on tab 4. Home and tab 5. Work

The search will generate a list of fingerprinting locations for you to choose from; click on the location at which you would like to be fingerprinted. Click on the location to pick a date and time for your appointment. A list of available time will be generated. Select the time during which you would like to be fingerprinted.

Click **Register and Schedule Appointment**

**At this point the system will request for credit card payment**

Once payment is processed a receipt with your App ID or confirmation number will be generated. Please print this receipt and take it, along with a government issued photo ID, to your fingerprinting appointment.

Click Logout to Exit

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**(B)** For employees working with **children age 4 and under** St. Johns Country Day School falls under the **Department of Children and Families (DCF) Clearinghouse number (EDCFGN10Z)** also known as the ORI# that is required for the fingerprinting process.

After you have completed **SECTION A** above, go back into the system and create a second application. under 1, above, select a **Program - Department of Children and Families (DCF) Clearinghouse, ORI: EDCFGN10Z (St. Johns Country Day School)**. You will go through the same steps again, including a second credit card payment, and the system will submit the second application for you.

The St. Johns Country Day School **OCA # is 04100503Z**. You will need to enter the OCA # on each DCF application.

Once you enter all the information you will receive your second **APP ID FROM YOUR DCF ORI REGISTRATION**, this is the APP ID you will take to the UPS Store to complete the finger printing process for both SECTION A and B. You **MUST** present this APP ID from your DCF ORI # registration to the fingerprint collector to have your photo collected for DCF. You will need to repeat the process in order to have your photo captured. The fingerprint collector will only need to pull up your account one time and collect one set of fingerprints. Please make sure you provide the DCF APP ID # to the fingerprint collector.