



DOSA Clearance Process

This applies to any adult (volunteer or employee) that wishes to come on school campus and/or interact with SJDR students during operating hours.



01- Set up Virtus Account

Everyone must have a Virtus account. Please go to <https://www.virtusonline.org/virtus/> and create an account. If you have an account already, please DO NOT create another one.



02- Take Protecting God's Children

Sign up for a class nearest you on Virtus Online. "Protecting God's Children® for Adults" is a 3 hour in-person training that only needs to be taken once.



03- Get fingerprinted through ACHA (Agency for Clearing House Access)

If you have already been fingerprinted in DCF or FLDOE, we can just pull your current fingerprints or initiate resubmission. If not, you will need to give Mrs. Rhodes the following demographics (via phone or worksheet) in order to set up fingerprinting.



04- Make a Fingerprinting Appointment

You can NOT schedule an appointment without first having done step 3 and initiating the fingerprinting process.

We suggest using one of the following to make an appointment:

- **MOBILE - COS Mobile Livescan Fingerprinting - Kimberly Martin - 904-254-9124 - coslivescan@gmail.com**
- **ScanMan FL (Ponte Vedra) - www.scanmanfl.com - Carla - 904-834-9626**



05- Wait for Clearance Notification

Once you have completed fingerprinting, it takes a few days for the results to come in. Mrs. Rhodes or the school office will contact you to let you know when and if you are cleared to be on campus.



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All of the information provided on this form is confidential and will be shredded once entered into the ACHA system. If you think you are already in the system, the bold red information is all that is needed.

Last Name First Name Middle Name (Optional)

Suffix (Optional). Aliases (Optional)

 Please call me to get my SSN.
SSN (Full Number)

Date of Birth (MM/DD/YYYY) Place of Birth

Sex:	Race:	----- Eye Color	----- Hair Color
<input type="checkbox"/> Male	<input type="checkbox"/> White		
<input type="checkbox"/> Female	<input type="checkbox"/> Black or African American	----- Weight	----- Height
Ethnicity:	<input type="checkbox"/> Asian		
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> American Indian or Alaska Native		
<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> Native Hawaiian or Pacific Islander	----- List any states/countries you have lived in the past 5 years.	

Mailing Address Apt/Unit/Suite (Optional)

City State Zip Code

Email Address **Phone Number**