

# Safe Environment

## HOW TO OBTAIN LEVEL 2 FINGERPRINTING STEP BY STEP INSTRUCTIONS



COURAGEOUSLY  
*Living the Gospel*

- 1.** Go online to <https://www.dospsep.org>. This will bring you to the applicant page. Click on the box to the left for New Applicant. This will bring you to the Florida Application Experience Instructions. Read the page. When done, click on the box that indicates you have read the instructions and agree to the terms. Then click Continue.
- 2.** The next page that opens lists fingerprint locations. Choose a fingerprint location by clicking on the arrow next to the location. This will now bring you to a calendar. Click on a date. Once you click on the date a list of times will appear to the right. Click on the arrow next to the time you wish to attend the appointment.
- 3.** On the New Application page choose your Application Type (Employee, Volunteer or Vendor). Select the location that you will be working at or volunteering at. Click Continue.
- 4.** Complete all fields on this page and click Continue. Complete the waiver page by answering the questions, sign with your mouse or touchpad (by holding down the left button while writing), and click Continue.
- 5.** At this time, volunteers are required to pay \$51, employees pay \$58.58, and contractors/vendors pay \$89.
- 6.** Upon completion, you will be provided with a confirmation email. Please print the email and bring it to your appointment, along with the unexpired Government issued identification card. If you are unable to print the email, write down the ID Code and bring that to your appointment. Results of your Level 2 status will be forwarded directly to the parish/school you designated during your registration process.