



## Live Scan Fingerprinting Instructions at Verify Group

[www.verifygroup.com](http://www.verifygroup.com)

408-761-2156

262 E. Hamilton Ave. Suite A  
Campbell, CA

You must be fingerprinted through the Diocese of San Jose regardless of whether you were already fingerprinted through other organizations because legally these databases cannot be shared.

1. Make an appointment at Verify Group, online [www.verifygroup.com](http://www.verifygroup.com) or call 408-761-2156. Walk-ins are accepted, Monday-Friday 9-5pm, Saturday 9am-12pm.
2. Tell Verify Group that you are volunteering at **#207-St. Simon Parish – Diocese of San Jose**. You will be asked to pay the one-time \$20 fee.
3. After your appointment, please email your paperwork to the Safe Environment Procedures team at St. Simon [SEP@stsimon.org](mailto:SEP@stsimon.org) or drop it in the Rectory mail slot.

The results will be sent to the Diocese of San Jose and they will inform St. Simon Parish when cleared. **The SEP team will then notify you via email.**

Thank you for ensuring a safe environment!