

DATES OF PROCESSING:

**June thru September -**  
Every Tuesday and  
Thursday

**October thru May -**  
Every Tuesday  
of each month

TIMES OF PROCESSING:

9:00-11:30 a.m.

1:00-3:30 p.m.

**These are the only dates  
and times that fingerprint-  
ing will be processed.**

# Diocese of Lafayette



# Fingerprint Scanning

**Diocese of Lafayette**  
1408 Carmel Drive  
Lafayette, LA 70501

Office of Catholic  
Schools  
Effie Hernandez  
337-261-5568  
ehernandez@diolaf.org

Office of Human  
Resources/  
Safe Environment  
Lisa Frederick  
337-735-9434  
lfrederick@diolaf.org

### STEP BY STEP PROCESS

1. *Check in with Receptionist*
2. *Must have one of the following forms of picture ID.*
  - Drivers License
  - State ID
  - Passport
3. *Please have your payment ready:*
  - \$52.50
4. *We will accept only the following as payment:*
  - Catholic school or church parish check payable to the **Diocese of Lafayette**
5. *The following completed paperwork must be brought with you.*
  - Diocesan Form
  - Applicant Processing-Disclosure
  - Authorization Form **(must be signed in blue ink)**

### FYI

\*Please allow 20 minutes for us to determine that your fingerprints were accepted.

\*If your fingerprint results deem you eligible to work/volunteer in a diocesan entity, your name and primary contact number will be posted to all diocesan employing locations.

