

L-1 Identity Solutions On-Line Registration Instructions

Web Address: <http://www.L1enrollment.com>

Procedure for Fingerprinting with L-1 Identity Solutions (Individual)

1. Go to L-1 Identity Solutions Enrollment Services at <http://www.L1enrollment.com>
2. **Select: Illinois** (Missouri or possibly Indiana)
3. **Select: On-Line Scheduling**
4. **Select: Begin registration** (English or Espanol)
5. **Enter:** First Name
6. **Enter:** Last Name
7. **Select: GO**
8. At Adam Walsh Act **Select: GO**
9. At Agency Number/ORI drop down box **Select: Catholic Diocese of Springfield**
10. **Select: GO**
11. At Central Region **Enter zip code Select: GO**
12. At Schedule page locate the desired location and **Click On: desired date for the corresponding location**; and
13. From the drop down box **Select: desired time**
14. Registration form:
 - a. **Complete Section I** – Contact Information (Red Asterisk info only)
 - b. **Complete Section II** – Personal Information
 - c. Do not complete Section III – Employer Information
 - d. **Complete Section IV** – Billing information
 - At **Payment Method Select from the Drop Down Box: Billing Account**
 - Enter Account #: **ILDOS01**Review information entered on the On-Line Registration Form and make any corrections.
15. **Click on: Send information**
16. Complete the remainder of the registration following the on screen instructions.

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L-1 Identity Solutions

School Applicant Criminal History Search - Form L1

(Effective: 7/1/09)



DIOCESE OF SPRINGFIELD IN ILLINOIS

Policy on Sexual Abuse of Minors Certification Document

Please Provide the Following Information (Please Print Clearly).

All Fields Required.

**School
Name** _____

City _____

Last Name: _____ First Name: _____ MI _____

Please initial each statement and sign and date the certification.

_____ I hereby certify that I have not been convicted of committing, attempting to commit, or conspiracy to commit, any crime, whether a felony or a misdemeanor, in the areas of juvenile prostitution or pimping, obscenity, child pornography, sexual assault, sexual abuse, child exploitation, the cannabis control act, the controlled substance act, a crime of violence, or any other crime where the victim was under the age of eighteen at the time of the offense.

_____ I hereby certify that I have not been convicted of any crime, whether of any other state, of the United States or against the laws of any other jurisdiction, which would have been punishable as one or more of the above crimes.

_____ I hereby certify and agree to notify the diocese if arrested for crimes listed above.

_____ I hereby certify that I understand the *Policy on Sexual Abuse of Minors by Church Personnel* of the Diocese of Springfield in Illinois and I agree to adhere thereto.

_____ I hereby certify that I understand the diocesan code of conduct as set forth in the Policy on *Working With Minors* and I agree to adhere thereto.

_____ I hereby certify that I understand that any false statement or certification herein will be grounds for immediate termination from employment or volunteer position.

_____ / ____ / ____
Applicant Signature Date

For School Use Only - State Sex Offender Registry Search

State Sex Offender Registry checked on ____/____/____

Applicant notified of State Sex Offender Registry Search Results ____/____/____

Individual verifying

Completion of the Search _____

Signature

Title

