



**ARCHDIOCESE OF LOS ANGELES**  
**Fingerprinting Department**  
 3424 Wilshire Boulevard, Los Angeles CA 90010-2241

Date Requested: \_\_\_\_\_

## REQUEST FOR SEP ACCESS

In order to have a Safe Environment Program (SEP) account created or updated, this form must be completed and signed by the Pastor, Principal, or (for locations other than parishes and schools) Director. Please scan, complete, sign, scan form and e-mail to [fingerprinting@la-archdiocese.org](mailto:fingerprinting@la-archdiocese.org). If you have any questions, please contact Deacon John W. Barry at (213) 924-9272 or by e-mail at [dnjbarry@la-archdiocese.org](mailto:dnjbarry@la-archdiocese.org).

### SEP User Details:

<input type="checkbox"/> New User	<input type="checkbox"/> Update User	<input type="checkbox"/> Delete or Suspend User
Full Name: _____		
E-Mail Address: _____		
Position: _____	Phone Number: _____	
Fax Number: _____	Hours to Call: _____	
Location Name: _____		
Depart ID/Cost Center/School Code: _____		City: _____

Please indicate what level of access this user should have:

- Parish User – Able to process/add requirements (Includes Data Entry)
- Principal/ Pastor
- Viewer – Able to search and display information for this location and the people assigned to it

Do you need SEP training? Yes -  No -

Other/Additional Requests – Please specify:

Pastor/Principal/Director printed name:

Pastor/Principal/Director signature:

\_\_\_\_\_

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Pastor/Principal/Director (E-mail address to send confirmation):

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