



ARCHDIOCESE OF LOS ANGELES  
Fingerprinting Department  
4311 Wilshire Boulevard, Los Angeles CA 90010

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

## ARCHDIOCESE REQUEST FOR SEP ACCESS of LOS ANGELES

In order to have a Safe Environment Platform (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).

### SEP User Details:

New User

Update User

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:

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