



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

Date Requested: _____

ARCHDIOCESE
of LOS ANGELES

REQUEST FOR SEP ACCESS

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.

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):
