

Diocese of Fort Wayne- South Bend Safe Environment Program

Instructions for Dru Sjodin National Sex Offender Public Website

1. Go to www.nsopw.gov/Core/Conditions.aspx (hint: Add to FAVORITES on your internet explorer)
2. Click "I agree" to the *Code of Conditions* at the bottom of the screen.
3. Enter code letters that are shaded in the box into the field and click "Continue".
4. Complete the standard search by entering the last name and first name of person: click "search".
5. Be sure all states are available before you print the report.
- 6. Print Search Results page for file on each person.**
7. Be sure to perform a search on each different name that a person provides. For example, perform a search using the maiden name and the married name of a female applicant. This registry **will** find similar names so it is not necessary to search on Catherine, Cathy, and Cathie.

Two issues that may arise:

1. One or more states may be temporarily unavailable. Retry the search later in the day or the next day. Keep trying until all states and territories of the USA are online.
2. One or more hits are made on a name such as a common name, e.g. John Smith. Scroll through the list of names to find those names which match the person's state of residence. This will usually be Indiana, unless you have an applicant from out of state. Then click on each name with an Indiana (or other state) address. You will automatically be linked to a biographical page on each sexual offender. Use the information on the page, such as photo ID, date of birth, etc. to rule out the applicant for which are you searching. Make a small note beside each name that you have ruled out on the results page.

Instructions for Indiana Limited Criminal History Search

1. Go to www.in.gov (hint: Add to FAVORITES on your internet explorer)
2. Click on *Limited Criminal History Search* on top right hand of page.
3. Check box to agree to terms and click "Start Search" box.
4. Answer questions on next screen as follows: #1 – no; #2 – yes; #3 – yes.
5. Enter your user name and password.
6. Enter ISP number (your parish/school may have its own, if not, call 260-399-1411 for our diocesan ISP).
7. Complete your (as the requesting person) name and address. Use the parish/school address.
8. Under the *Reason for Request* choose "D" if the person will serve in a school or "L" if the person will serve in a parish.
9. Complete the next screen with the **full first name, last name and DOB only** of the person being searched.
10. Complete the next screen with your user ID and password.
11. Click on "Agree" to go to next screen, which is where you will click "Get Record".
- 12. Print the results page (To Whom It May Concern) for the file on each person.**
13. Be sure to perform a search on each different name that a person provides. For example, perform a search using the maiden name and the married name of a female applicant. This database will NOT find records on similar names. It will only find exact matches.

Note: The cost of the search will list as \$0.00 on the "Get Record" screen if the above procedure is followed.

Instructions for the Convicted Educator Database (for school employees only)

1. Go to: <https://dc.doe.state.in.us/doesonline/dps//educatoroffense/publicview.aspx>
(hint: Add to FAVORITES on your internet explorer.)
2. Scroll the list to locate any person listed with same name as applicant. Names are listed alphabetically by last name.

OR

Enter the last name of applicant in the field for last name. Use a capital letter to start the last name. Leave other two fields (*Felony and Corporation Reporting*) as -- Select one --.

3. Click "search".
4. **Print the results page (No items to list....) or make a notation on the applicant checklist or another results page that the search has been completed.**

Instructions for Checking the Results of a Fingerprint Search (for new school employees only)

1. Go to <https://inkless.in.gov/INKless/Web.dll> (hint: Add to FAVORITES on your internet explorer.)
2. Input the generic login for our diocese. Call 260-399-1411 if you do not know this.
3. Enter the last name of the person on the page titled *Transaction Search*. The person's full name should appear with an assigned status. If the status is "Qualified", click on that word to go to the complete record detail on the person. If the status is "Pending", wait a day or two to check for the final results.
4. You may also search by any one of the other fields if you like. If you enter no data and click "Enter", the entire results list for our diocese will appear. It may take some time to load.
5. **Use CTRL + P to print the results page (Inkless Complete Record Detail) for the file on the person.**