



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

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

# REQUEST FOR VPIN ACCESS

In order to have a VPIN account created or updated, this form must be completed and signed by the Pastor, Principal, or (for locations other than parishes and schools) Director. Only Paid Employees of the Archdiocese of Los Angeles can have access to VPIN. The archdiocese strongly prefers that paid staff, well-versed in computers, take on the duty of updating VPIN system. Providing VPIN access to volunteers is discouraged unless the pastor has agreed to sign this form. Please scan completed this form and e-mail to [fingerprinting@la-archdiocese.org](mailto:fingerprinting@la-archdiocese.org). Contact Joel Avenido at (213) 637-7308 for any questions.

## VPIN 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:**

Site Administrator - Able to process/add screenings (Includes Data Entry)

Viewer - Able to search and display information for this location and the people assigned to it

Do you need VPIN 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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