

How to Check the National Sex Offender Website

1. Go to the following United States Department of Justice Website:

<http://www.nsopw.gov/>

2. Enter the first name and last name of the individual in the fields at the right-hand side of the page and click NAME SEARCH:

- Do not use apostrophes or periods as this impedes the search process. Hyphens may be used (e.g., O’Keefe should be entered as okeefe or o-keefe). You may use all lower case letters as the application is not case-sensitive.
- Searches on women’s hyphenated last names should be conducted on the 2 last names together, then each of the individual names. E. g. – Mary Smith-Jones should be run as Mary Smith Jones, Mary Smith, and Mary Jones (3 separate searches).

3. A “terms and conditions” box will appear. To agree and acknowledge, check “I am not a robot”. You will be presented with a visual challenge which you must complete correctly, after which the search results will appear (you may encounter this again after every 5 searches). Note: individual state website results pages may also require completion of visual challenges.

4. The results of the search will be displayed:

- If you see a message indicating that any of the New England state websites (ME, NH, VT, MA, CT, RI) are “down,” do not proceed. Wait and conduct the search later when the N.E. state websites are working. Otherwise, proceed as follows:
- **If no record is found:** Make note of date in the online Safe Environment Database to indicate that the check was completed. You may also print the results page for the file if you wish to do so, but this is not required.
- **If a name is displayed:** Click on each name, even if the name is not an exact match (the list may include aliases). View photo and/or compare DOB and verify that this is not your employee/volunteer. Once all names have been checked, make note of date in the online Safe Environment Database to indicate that the check was completed.

*If your search results indicate that the person is a registered sex offender, you should immediately notify your pastor/principal and the Office for Ministerial Conduct. If the person is a registered sex offender, he/she is ineligible to work at the parish, school, or camp as an employee or volunteer in any capacity.

For assistance, do not hesitate to contact:

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