

Washington Escrow Account Application

Firm Name: _____

Address: _____

City/State/Zip: _____

Contact Person: _____

Email Address: _____
(for monthly statement delivery)

Telephone: _____ Fax: _____

Average Monthly Volume Estimate (# of applicants): _____

Deposit Amount: _____

Authorized Signature

Date

Please remit escrow account payments to:

**L-1 Enrollment Services Division
Finance Department
15 Century Blvd., Suite 510
Nashville, TN 37214**

**Phone: (877) 512-6962
Fax: (615) 871-0845**

Washington Escrow Account Requirements

Your firm has recently indicated an interest in establishing an account for fingerprinting services with our company. Due to the large number of applicants that our firm processes on a monthly basis, we are not able to extend credit terms for fingerprinting services. However, for those facilities that desire a centralized means of managing the fees accompanied with the fingerprinting requirements, we offer the option of establishing an escrow account.

To establish an escrow account with our company, you must submit a completed account application along with a deposit check payable to L-1 ESD at the address below. The check should include the following information:

- Name of facility
- L-1 Account Number (assigned when account application is processed)
- Contact Person
- Phone number (including area code)

The deposit check should be the amount necessary to cover one month's fingerprinting services. When an employee is scheduled for an appointment, the proper fees are reserved to cover the cost of that applicant's fingerprints. After the applicant has completed their fingerprinting appointment, the reserved fees are deducted from your account. A detailed list of those applicants fingerprinted and charged to your account will be mailed at the beginning of each month.

It will be the responsibility of each facility to ensure that there is always a positive balance in your escrow account and that the account number is listed on each check. Failure to maintain a positive balance may result in applicants not being able to schedule appointments for fingerprinting until the account is returned to a positive balance. Because many facilities have very similar names, failure to include the account number on each check may result in your facility not receiving credit for the check amount.

We appreciate your interest in our escrow account system. If your facility has any additional questions, please call 888-771-5097

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Livescan Fingerprinting Services

Our Location or Yours. It's Fast and Easy.



Scheduling an appointment in Washington for Livescan Fingerprinting with L-1 Identity Solutions is easy, either by using our secure web scheduling or by calling and speaking to one of our friendly, experienced Appointment Scheduling Representatives.

Ask us about on-site fingerprinting sessions for larger groups.

Scheduling Options:

Visit Us Online:
www.L1enrollment.com

Click on the “Schedule a Fingerprinting Appointment Online” link and then click on “Washington”

Call Us Toll Free:
1-888-771-5097

If you don't have access to the internet, you can call us toll-free to schedule your appointment. Bilingual Appointment Scheduling Representatives are available. Because we give personal service to each caller, you may experience some delay during peak calling times.

If you need to change or cancel a scheduled appointment made on-line or over the phone, give us a call by 5pm the day before your appointment.

Schedule an Appointment Online in Seven Easy Steps

1 Welcome 2 3 4 5 6 7

You can choose from English or Spanish language web scheduling. Click on the language you prefer to schedule your appointment.

1 2 Application ID 3 4 5 6 7

The Application ID section is where you will select the Agency you are being fingerprinted for. Your choices are either Department of Social and Health Services (DSHS) or Department of Early Learning (DEL).

1 2 3 Location 4 5 6 7

Now you're ready to choose a location. Search for locations near you either by entering your zip code or by choosing a region. Once the list of locations is displayed, you can check directions to confirm the location address or click on the name of the location to choose it.

1 2 3 4 Date / Time 5 6 7

Next you will see a calendar noting the days available for the location you have chosen. When you click on the day that is most convenient, you will see a list of the available appointment times. Choose the time that's best for you.

1 2 3 4 5 Personal Info 6 7

This section contains the personal information required to conduct your background check. Required fields are marked with a red asterisk (*). This information is used solely for your background check. It is never made available for other purposes. Note that if you enter an e-mail address, a copy of the confirmation page will be emailed to you.

1 2 3 4 5 6 Verification 7

You're almost finished. This screen will allow you to review and change, if necessary, all of the information you have entered. If you find you need to make a change, simply click on the change button.

1 2 3 4 5 6 7 Confirmation

Once you've completed your verification and clicked the submit button, you will see a confirmation screen. This will give you all the information you need for your appointment. Print out your confirmation and you're set to go.