



ENROLLMENT SERVICES DIVISION

***Illinois Account Application***

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

School District/Employer Code: \_\_\_\_\_  
*(if applicable)*

Average Monthly Volume Estimate (# of applicants): \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Please remit draw 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**



ENROLLMENT SERVICES DIVISION

### ***Illinois 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 deposit check payable to L-1 ESD at the address listed below. This check should include the following information:

- Name of facility
- 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.**

All required forms can be downloaded from our web site at [www.L1enrollment.com](http://www.L1enrollment.com).

We appreciate your interest in our escrow account system. If your facility has any additional questions, please call 800-377-2080.

Please remit draw 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**

# Scheduling a fingerprinting appointment is fast and easy.

Customers have two easy ways to schedule fingerprinting appointments with L-1 Enrollment Services.

## **On-line Scheduling**

Available 24 hours a day, 7 days a week.

1. Go to **www.L1enrollment.com**
2. Click on the Illinois map.
3. Select the reason you are being fingerprinted and enter other required information.

## **Call Center Scheduling**

Available Monday-Friday, 8am – 5pm PST.

1. Call (800) 377-2080 and speak to one of our experienced, friendly operators.
2. Operators will collect required information and schedule your appointment.
3. Be sure to have your ORI number handy when calling.

**You're ready to go.**



ENROLLMENT SERVICES DIVISION