

**Diocese of Fort Wayne- South Bend
Safe Environment Program**

Instructions for Dru Sjodin National Sex Offender Public Website

1. Go to www.nsopw.gov (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.