



ENROLLMENT SERVICES DIVISION

California Account Application

Firm Name: _____

Address: _____

City/State/Zip: _____

Contact Person: _____

Email Address: _____
(for monthly statement delivery)

Telephone: _____ Fax: _____

ORI #: _____ OCA # (DSS only) _____

DOJ Billing Number: _____ DOJ Email Code: _____
(6 digits) (5 digits)

Deposit Amount: _____

Authorized Signature

Date

*All information is required – if not known or inapplicable, indicate with “N/A.”
Accounts are set up the same day unless required information is not provided.*

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

California Draw 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, we can establish a draw account.

To establish a draw account with our company, each firm must submit a deposit check payable to L-1 ESD. Our address is listed below. The check should include the following information:

- Name of facility
- Facility License Number(s) (if applicable)
- Account Number
- 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. If the individual does not show up to that appointment, the reserved fees are released back to your account. A \$5.00 No-Show fee will be deducted for all appointments that are not cancelled by 5pm the last business day before the appointment. A detailed list of those applicants fingerprinted on 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 draw account. Any additional checks deposited into your account must include the **account number** on the check. If all the available funds in your draw account are used up, you **will not** be able to schedule any appointments until additional funds are deposited into your account.

If your facility has any additional questions, please call 800-315-4507.

Billing 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 California map.
3. Enter required information including your ORI number and OCA (if applicable) and select desired appointment

Call Center Scheduling

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

1. Call (800) 315-4507 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.

