Sex Offender Registration Checklist

Checklist completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 When an individual requests to register, identify them and make appropriate jail log entry. Provide a copy of this form to be completed in full by the person registering. **All blanks spaces must be filled out**.

 Once this form is completed, it will be signed by officer and RSO and then entered into ITI and forwarded to the RSO officer.

 Run for local wants and warrants:  Status is clear.

 Check ITI for information changes or special directions

 If subject has never been in (your agency) database, enter into system after conducting proper records search.

 Review for picture and if more than 3 months since latest photo or there have been major appearance changes take new picture. Check for accurate info on scars, marks and tattoos.

 Ensure the form is filled out completely. Spaces which do not apply should indicate “Does not apply” or “no vehicle owned” If unemployed, must specify.

 Address must be location that can be verified and if homeless a location that can be identified by description, distance, point of interest, etc. that provides officers with where the subject is living.

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