

# ILLINOIS SEX OFFENDER REGISTRATION ACT

## INSTITUTIONS OF HIGHER EDUCATION EMPLOYMENT/STUDENT INFORMATION FORM

For those sex offenders attending or working at an Institution of Higher Education  
To be completed by Law Enforcement Agency Where the Institution is Located and the Institution of Higher Education Only

Check One: ☐ Child Sex Offender (victim under 18)      Sex Offender (victim over age 18)      ☐ Adjudicated Juvenile Delinquent Sex Offender

Check One: ☐ Initial Enrollment      Commencement      Initial Employment      ☐ Termination of Employment      Other

Completed by (choose one): ☐ Agency of Jurisdiction for the Institute of Higher Education      ☐ Institution of Higher Education

Name of Offender: \_\_\_\_\_ DOB: \_\_\_\_\_

LEADS Number: \_\_\_\_\_

Name of Institution of Higher Education: \_\_\_\_\_

Date(s) of enrollment or employment: \_\_\_\_\_

Date of end of enrollment or termination of employment: \_\_\_\_\_

Address of Institution of Higher Education: \_\_\_\_\_

### DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH

- \_\_\_\_\_ Completion of this form **does not** constitute an annual or quarterly registration. You must register, in person, with the law enforcement agency of jurisdiction in which you reside.
- \_\_\_\_\_ You must, within 3 days of beginning employment at an Institution of Higher Education, notify in person the agency of jurisdiction in which you reside, the agency of jurisdiction in which you are employed by an Institution of Higher Education and the public safety or security director of the Institution of Higher Education.
- \_\_\_\_\_ You must, within 3 days of enrolling at an Institution of Higher Education, notify in person the agency of jurisdiction in which you reside, the agency of jurisdiction in which you are attending an Institution of Higher Education and the public safety or security director of the Institution of Higher Education.
- \_\_\_\_\_ You must, within 3 days of changing your employment and/or changing your status in enrollment at an institution of higher education (commencement, termination, and any and all changes), notify in person the agency of jurisdiction in which you reside, the agency of jurisdiction in which you are working at or attending an Institution of Higher Education and the public safety or security director of the Institution of Higher Education.
- \_\_\_\_\_ An out-of-state student and/or out-of-state employee residing in another state but attending and/or employed at an Institute of Higher Education must, within 3 days of beginning school or employment, register with the agency of jurisdiction in which you are enrolled/employed and the public safety or security director of the institution of higher education.
- \_\_\_\_\_ You must renew your employment or student enrollment registration, in person, with the law enforcement agency having jurisdiction of your residence, the law enforcement agency having jurisdiction over the Institution of Higher Education, and the public safety or security director of the institution of higher education within one year from the date of your most recent registration until you complete your registration requirement.
- \_\_\_\_\_ Failure to comply with provisions of the Illinois Sex Offender Registration Act is a Class 3 felony.

**I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER AND THAT FAILURE TO DO SO IS A CRIMINAL OFFENSE.**

Signature of Registrant: \_\_\_\_\_ Date: \_\_\_\_\_

Registering Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registering Official's Name (Print): \_\_\_\_\_

Registering Agency or Higher Education Institution: \_\_\_\_\_

Law Enforcement Agency or Higher Education Institution:

☐ Keep one copy for your records      ☐ Give one copy to registrant      ☐ Forward one copy to ISP at the address/FAX listed below within 3 days

Illinois State Police Sex Offender Registration, 801 South 7<sup>th</sup> Street, Suite 200-S, Springfield, Illinois 62703      (217) 785-0653      FAX (217) 782-4996

ISP 5-695 (07/12)