

SUBMIT TO:

Louisiana State Police
Bureau of Criminal Identification and Information
P.O. Box 66614 (Mail Slip A-6)
Baton Rouge, LA 70896

THE FEE FOR PROCESSING A STATE BACKGROUND CHECK IS \$26. FOR FBI PROCESSING, WHERE AUTHORIZED OR REQUIRED, THERE IS AN ADDITIONAL \$14.75 FEE. NOTE: Effective 10/01/2016, the FBI Fee will be \$12

Acceptable forms of payment include: Cashier Check, Business Check with pre-printed business name or Money Order
Credit Card payments are accepted when paying in person at Louisiana State Police Headquarters

\*\*FORMS MUST BE FILLED OUT IN INK AND BE REVIEWED BY SUBMITTING AGENCY/INDIVIDUAL FOR ACCURACY\*\*
\*\*\*\*FINGERPRINTS ARE NECESSARY FOR A POSITIVE IDENTIFICATION\*\*\*\*

\*\*\*\*PLEASE PRINT\*\*\*\*

Supreme Court Committee on Bar Admissions

AGENCY, FACILITY OR INDIVIDUAL

2800 Veterans Memorial Blvd., Suite 310

MAILING ADDRESS

Metairie

CITY

LA

STATE

70002

ZIP CODE

Monique Drake, Attorney for Character & Fitness

AGENCY, FACILITY AUTHORIZED REPRESENTATIVE OR INDIVIDUAL

Monique R. Drake

SIGNATURE OF AUTHORIZED REPRESENTATIVE/INDIVIDUAL

( 504 ) 830-5463

AGENCY, FACILITY OR INDIVIDUAL PHONE NUMBER

MDrake@lascba.org

AGENCY OR FACILITY E-MAIL ADDRESS

Request For: (pick one only)

- ALCOHOL BEVERAGE OUTLET
BEHAVIOR ANALYST BOARD
BOARD OF EXAMINERS (PSYCHOLOGIST)
BOARD OF EXAMINERS (SPEECH/LANGUAGE PATH. & AUDIO.)
BOARD OF NURSING HOME ADMINISTRATORS
CASA
COURT ORDER ADOPTION
CRIMINAL JUSTICE EMPLOYEE
DAYCARE / WORKING WITH CHILDREN
DENTISTRY BOARD
DEPT. OF AGRICULTURE AND FORESTRY
DEPT. HEALTH AND HOSPITALS
DEPT. OF INSURANCE - FRAUD DIVISION
DEPT. OF REVENUE (Public Registry of Motion Picture Investor Tax Credit)
DCFS ABUSE/NEGLECT INVESTIGATION
DCFS CARETAKER
DCFS FOSTER/ADOPTIVE
DCFS PERSONNEL
DRUG AND DEVICE DISTRIBUTORS
EMPLOYERS
FIREFIGHTERS
FIRE MARSHAL
GESTATIONAL CONTRACTS
HEALTH CARE PROVIDER (Non Licensed)
JUVENILE DETENTION CENTER
LA BOARD CHIROPRACTIC EXAMINERS
LA PHYSICAL THERAPY BOARD
LA STATE BOARD SOCIAL WORK EXAMINERS
LICENSED PROFESSIONAL COUNSELORS
MEDICAL EXAMINERS
OFFICE OF FINANCIAL INSTITUTIONS
OMVC - COMMERCIAL DRIVING EXAM ADMINISTER
OMVE - EMPLOYEE ISSUING COMMERCIAL DL
OMVI - CONTRACT PROCESS INQUIRY/TRANSACTION
OMVT - AUTO TITLE COMPANY / PUBLIC TAG AGENT
PHARMACY BOARD
POST SECONDARY EDUCATION
PRACTICAL NURSING
PRIVATE ADOPTION
PRIVATE INVESTIGATORS
PRIVATE SECURITY
PUBLIC HOUSING
REGISTERED NURSING
RELIGIOUS ACTIVISTS
SCHOOL
SUPREME COURT COMMITTEE BAR ADMISSION
TAXI DRIVERS
TESS WINDOW TINT
VOLUNTEER LOUISIANA COMMISSION
WORKING WITH CHILDREN

APPLICANTS FULL NAME: LAST FIRST MIDDLE
\*\*\*\*PRINT - USE INK\*\*\*\*
(INCLUDE MAIDEN NAME & PREVIOUS MARRIED NAMES IF APPLICABLE)

APPLICANTS SIGNATURE:

APPLICANTS SOCIAL SECURITY # DATE OF BIRTH: / /

ID or DRIVERS LICENSE # & STATE RACE SEX

POSITION OR LICENSE APPLIED FOR

AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION

By my signature above, I hereby authorize the Louisiana State Police to release all pertinent criminal record information maintained in their files, other states files, or the FBI files (if applicable) which may confirm or deny my eligibility with the facility or agency named above. Pursuant to Title 28, C.F.R., Section 16.34, officials making the determination of suitability for licensing or employment shall provide the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record.

ATN# \_\_\_\_\_

SID# \_\_\_\_\_

**APPLICANT PROCESSING – DISCLOSURE  
 BUREAU OF CRIMINAL IDENTIFICATION AND  
 INFORMATION**

P.O. BOX 66614 (MAIL SLIP A-6)  
 BATON ROUGE, LA 70896

LSPAPP3/R09.10

Supreme Court Committee on Bar Admissions

AGENCY, BUSINESS OR INDIVIDUAL NAME

2800 Veterans Blvd. Suite 310

MAILING ADDRESS

Metairie, LA 70002

CITY STATE ZIP CODE

**NOTICE:  
 PLEASE PRINT OR TYPE INFORMATION,  
 EXCLUDING ADMINISTRATORS OR  
 AUTHORIZED PERSONS SIGNATURE  
 INCOMPLETE FORMS WILL NOT BE  
 PROCESSED**

NAME

DATE OF BIRTH

RACE/SEX

SOCIAL SECURITY NUMBER

**ALL INFORMATION RELEASED MUST REMAIN STRICTLY CONFIDENTIAL AND ONLY THOSE  
 AUTHORIZED BY LAW TO RECEIVE THIS INFORMATION MAY SUBMIT AREQUEST.**

**DO NOT WRITE BELOW THIS LINE: {For Bureau of Criminal Identification and Information Use Only}**

**NOTICE:** The response to your request for a criminal history check is based on a review of the State of Louisiana's criminal history records database as is available at the time of request. This does not preclude the possible existence of an arrest or conviction information not available in our database.

**CRIMINAL HISTORY DETERMINATION:**

RAPSHEET ATTACHED

RESPONSE BELOW

## LOUISIANA SUPREME COURT COMMITTEE ON BAR ADMISSIONS

### CRIMINAL BACKGROUND CHECK FINGERPRINTING INSTRUCTIONS

**\*\**(IF YOU ARE A LAW STUDENT REGISTRANT, YOU ARE NOT REQUIRED TO SUBMIT TO THE CRIMINAL BACKGROUND CHECK AT THIS TIME, ONLY THOSE STUDENTS SUBMITTING AN APPLICATION TO SIT FOR THE BAR EXAMINATION ARE REQUIRED TO SUBMIT TO THE CRIMINAL BACKGROUND CHECK)\*\****

The Supreme Court Committee on Bar Admissions requires a state and federal criminal background check for all applicants seeking admission to the Bar. To initiate the process, applicants may appear at the Louisiana State Police office or a local law enforcement agency. Applicants will be required to follow a slightly different process depending upon where/how they present for processing.

#### General Information

1. Electronic submission is available **only** at the Louisiana State Police Office located at 7919 Independence Blvd., Baton Rouge, Louisiana. Hours of operation are Monday through Friday 8:00 am -4:00 pm.
2. Manual fingerprinting services are offered at most local law enforcement agencies and some independent fingerprinting locations. *(Attached to this sheet is a list of fingerprinting locations in Louisiana. Louisiana applicants, as well as applicants from other states should contact the local law enforcement agencies directly to inquire about the availability of the fingerprinting service, fees, hours of operation, parking and requirements for appointments)*
3. The Authorization and RAP disclosure forms required for processing the criminal background check are attached to this sheet.
4. Applicants applying for the **February Bar exam**, please submit to the background check by **December 15**.
5. Applicants applying for the **July Bar Exam**, please submit to the background check by **May 15**.

#### Louisiana State Police- *(Electronic Submission of Fingerprints)*

1. Applicant must bring the following:
  - a. Completed Authorization Form
  - b. Completed RAP Disclosure Form
  - c. Payment of \$38.00-(Processing fee for state and federal background check. Acceptable forms of payment only include money order, cashier's check or business check)
  - d. Separate payment of \$10.00-(Fingerprinting fee. Acceptable forms of payment only include money order, cashier's check or business check)
  - e. Valid Government issued Photo Identification Card or Driver's license
2. Processing time is five (5) to ten (10) business days

#### Local Law Enforcement Agencies/Independent Fingerprinting Locations-*(Manual Submission of Fingerprints)*

1. Applicants must bring the following:
  - a. Completed Authorization Form
  - b. Completed RAP Disclosure Form
  - c. Payment of \$38.00-(Processing fee for state and federal background check. Acceptable forms of payment only include money order, cashier's check or business check)
  - d. Additional service fees may be charged. *(Applicants should contact the local law enforcement agency directly to inquire about additional fees)*
  - e. Valid Government issued Photo identification Card or Driver's license
2. Applicants must request two (2) fingerprint cards

3. Applicants must forward the following the Louisiana State Police Office
  - a. Completed Authorization Form
  - b. Completed RAP Disclosure Form
  - c. Two (2) Fingerprint Cards (**Do not fold staple or bend**)
  - d. Processing fee of \$38.00
4. Processing time is approximately fourteen (14) to twenty one (21) business days from the date fees are received and entered by the Louisiana State Police

## **Fingerprinting Locations**

### **Fingerprint Locations-East Baton Rouge Parish**

#### *State Police Headquarters*

7919 Independence Blvd  
Baton Rouge LA 70806  
(3-story building next to the DMV with Louisiana State Police on front)  
Ink Prints or Live Scan  
\$10.00 flat rate with or without FP Cards  
Forms of Payment: Money Order only  
225-925-4127  
Days of Operation: Mon-Fri 10am-3pm

### **Fingerprint Locations-Jefferson Parish**

#### *Professional Drug Screen*

107 Wall Blvd  
Gretna LA 70056  
504-363-4944  
\$15.00 flat rate with or without FP Cards  
Forms of Payment: Cash, Check, Money Order, Credit or Debit Cards  
Ink prints only  
Days of Operation: Mon-Fri Sam to 4pm

#### *Jefferson Parish Police Stations*

1233 West Bank Expressway  
Harvey LA 70058  
Manhattan exit, 1st building on left, 1st floor  
\$15.00 flat rate with or without FP Cards  
Forms of Payment: Cash, Check or Money Order  
Ink prints and Live Scan  
Must be resident of Jefferson Parish  
\*\*Do Not write anything on cards or touch cards in any way  
\*\*\*Must have Photo Identification  
504-363-5542  
Days of Operation: Mon-Fri Sam-4:15pm (No Appt Necessary)

### **Fingerprint Locations-Orleans Parish**

#### *AKI Fingerprints*

2532 Tulane Ave  
New Orleans LA 70119  
504-453-2372 or 453-3073  
\$15 per card  
Forms of Payment: Cash, Check, Money Order, Credit Card  
Ink Prints or Live Scan  
Days of Operation: Mon-Fri 10am-5pm

#### *French Quarter Camera*

509 Decatur St  
New Orleans LA 70116  
504-529-2974  
\$11.99 per card  
Forms of Payment: Cash, Credit Card  
Ink Prints  
Days of Operation: Mon-Fri 9am-7pm

#### *Y Not Check*

1748 Jackson Ave(Off of StCharles Ave)  
New Orleans LA 70113  
504-523-5168  
\$15.00 (1st Card) +\$10 (2nd Card)  
Forms of Payment: Cash, Check, Credit/Debit Card  
Live Scan-Ink Print  
Days of Operation: Mon-Thur 9 a.m-6 pm; Fri 9 a.m-4pm; Sat- (Appt only)

#### *Innovative Risk Management Services*

2714 Canal St Ste 102  
New Orleans LA 70119  
504-309-2104  
\$10.00 per card  
Forms of Payment: Cash, Money Order, Cashier's Check, Credit/Debit Card  
Ink Prints or Live Scan  
Days of Operation: Mon-Fri 8:30am-5pm

#### *Expert Drug Testing & Safety Services*

5050 Crowder Blvd, Ste. C  
New Orleans LA 70127  
Telephone: 504-245-4472  
Days of Operation: Monday-Friday  
Hours of Operation: 8:30am-4:30pm  
Price: \$10.00 per card  
Forms of Payment: Cash  
FP Methods Available: Ink Prints Only