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 $39.25-(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 $39.25-(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

Revised 1-1-2019
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 $39.25

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
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 $13.25 FEE.

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 340
MAILING ADDRESS

Metairie LA 70002
CITY STATE ZIP CODE

Monique Drake, Attorney for Character and Fitness
AGENCY, FACILITY AUTHORIZED REPRESENTATIVE OR INDIVIDUAL

Monique R. Drake
SIGNATURE OF AUTHORIZED REPRESENTATIVE/INDIVIDUAL

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. OF HEALTH AND HOSPITALS
☐ DEPT. OF INSURANCE – FRAUD DIVISION
☐ DEPT. OF REVENUE (Public Registry of Motion Picture Inventor 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
☐ OMV – COMMERCIAL DRIVING EXAM ADMINISTRER
☐ OMVE – EMPLOYEE ISSUING COMMERCIAL DL
☐ OMVT – CONTRACT PROCESS INQUIRY/TRANSACTION
☐ OMVT – AUTO TITLE COMPANY / PUBLIC TAG AGENCY
☐ 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
☐ WILDLIFE AND FISHERIES
☐ 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.

DPSSP 6696

Revised 12/26/2018
Supreme Court Committee on Bar Admissions

AGENCY, BUSINESS OR INDIVIDUAL NAME

2800 Veterans Memorial Blvd. Suite 310

MAILING ADDRESS

Metairie LA 70002

CITY STATE ZIP CODE

NAME OF APPLICANT

DATE OF BIRTH

PLACE OF BIRTH

(STATE)

WEIGHT

HEIGHT

HAIR COLOR

EYE COLOR

SOCIAL SECURITY NUMBER

NOTICE: ALL INFORMATION RELEASED MUST REMAIN STRICTLY CONFIDENTIAL AND ONLY THOSE AUTHORIZED BY LAW TO RECEIVE THIS INFORMATION MAY SUBMIT A REQUEST.

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

☐ RAP SHEET ATTACHED

☐ RESPONSE BELOW

Revised 08/2018
**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 Fingerprint Cards
Forms of Payment: Money Order, Cashier's Check, Business Check, Credit Card
225-925-4127
Days of Operation: Mon-Fri 8:00 a.m-3:30 p.m.

**Fingerprint Locations-Jefferson Parish**

**PROFESSIONAL DRUG SCREEN**
107 Wall Blvd
Gretta LA 70056
504-363-4944
$15.00 flat rate with or without Fingerprint Cards
Forms of Payment: Cash, Money Order, Credit or Debit Cards
Ink and Digital Prints
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
$25.00 flat rate with or without Fingerprint Cards
Forms of Payment: Cash, Check or Money Order, Credit Card (Does not Accept American Express)
Ink prints and Live Scan
**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
$15 per card
Forms of Payment: Cash, Check, Money Order, Credit Card
Ink Prints or Live Scan
Days of Operation: Mon-Fri 10am-5pm

**Y NOT CHECK**
1746 Jackson Ave (Off of St Charles Ave) New Orleans LA 70113
504-523-5168
$20.00 per card
Forms of Payment: Cash, Credit/Debit Card (Does not accept American Express)
Live Scan-Ink Print
Days of Operation: Mon-Thur 9 a.m.-6 pm; Fri 9 a.m.-4pm; (Call before arrival)
Sat- by Appointment only

**INNOVATIVE RISK MANAGEMENT SERVICES**
2714 Canal St Ste 102
New Orleans LA 70119
504-309-2104
$15.00 per card
Forms of Payment: Cash, Money Order, Cashier’s Check, Credit/Debit Card
Live Scan
Days of Operation: Mon-Fri 8:00am-5pm

**EXPERT DRUG TESTING & SAFETY SERVICES**
8080 Crowder Blvd., Ste. C
New Orleans, LA 70127
504-245-4472
Days of Operation: Monday-Friday
Hours of Operation: 8:30-4:00 p.m.
$10.00 per card
Forms of Payment: Cash
Ink Prints Only

Revised 2-18-2019