



**LOUISIANA SUPREME COURT COMMITTEE ON BAR ADMISSIONS
CRIMINAL BACKGROUND CHECK INFORMATION**

The Supreme Court Committee on Bar Admissions requires a state and federal criminal background check for all applicants seeking admission to the Bar.

**** NOTE: (IF YOU ARE SUBMITTING YOUR LAW STUDENT REGISTRATION APPLICATION, YOU ARE NOT REQUIRED TO COMPLETE THE CRIMINAL BACKGROUND CHECK AT THIS TIME. THE CRIMINAL BACKGROUND CHECK IS ONLY REQUIRED IN CONNECTION WITH YOUR BAR EXAM APPLICATION.**

What You Need to Know

- The Louisiana State Police("LSP") is responsible to process criminal background checks.
- The LSP criminal background check process utilizes Identogo by IDEMIA digital fingerprint technology.
- You can schedule your fingerprint appointment on the Identogo website.
- The fingerprint enrollment locations are provided at the time you schedule your appointment.

The Process is Simple, Fast and Accurate

- ✓ First, you will need to pre-enroll on the Identogo website
<https://uenroll.identogo.com>
 - **Important:** you will need a service code unique to the Committee on Bar Admissions to complete pre-enrollment. The service code for the Committee on Bar Admissions is **27N41T**. (Also provided on the enclosed *Fingerprint Service Code Form*) Please have this code handy at the time you pre-enroll.
- ✓ From there, you will be able to
 - Schedule and manage appointments;
 - Obtain information on what to bring to the Identogo fingerprint enrollment facility;
 - Locate an Identogo fingerprint enrollment location;
 - Obtain information on how to submit a fingerprint card by mail

*****Pay close attention to the instructions as you navigate through the Identogo site.

Processing Fees

- The processing fee is \$55.75 if fingerprinted at a IdentoGO fingerprint enrollment location.
- The processing fee is \$60.75 if fingerprinted at a local law enforcement (sheriff's) office.
- Fees are paid at the time of your scheduled appointment.
- Applicants will be given the option to pay by credit/debit card, check/money order or authorization Code. Business checks can be made out to either IDEMIA or IdentoGO

Fingerprint Quality Rejection Process

- ✓ If your fingerprints are rejected, you will receive a notification email from LSP with a link to reschedule a fingerprint appointment.
- ✓ You are not required to pay an additional fee for reprints if fingerprints are rejected. **However**, it is imperative that you use the link provided in the email to schedule the reprint in order to avoid being charged.
- ✓ If you lose or delete the email, you can use the following link to find the reprint and schedule an appointment
<https://uenroll.identogo.com/manage-appointment>
- Please contact IDEMIA directly for any questions.

Important Contact Information:

Questions concerning scheduling, site issues, or payments should be directed as follows:

- Idemia Help Desk (For questions: scheduling assistance, site issues, etc.)
 - 1-844-539-5543
- Finance/NCAC questions
 - 1-877-512-6962 (Please listen to options)

Helpful Links

Pre-Enrollment

- <https://uenroll.identogo.com>.

IDEMIA Reprint Site Link for Rejected Fingerprints

- <https://uenroll.identogo.com/manage-appointment>

Louisiana Supreme Court Committee on Bar Admissions -USE ONLY



Fingerprint Service Code Form

Service Name: Louisiana Supreme Court Committee on Bar Admissions

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

27N41T

*Service Code is unique to your hiring/licensing agency. **Do not use this code for another purpose.***

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States



Don't have access to the Internet? You can still schedule an appointment by calling 844-539-5543.