

CRIMINAL BACKGROUND CHECK INSTRUCTIONS

Effective May 1, 2019, all new and reinstatement applicants who wish to obtain licensure from the Louisiana Board of Examiners for Speech-Language Pathology and Audiology (the "Board") are required to furnish a full set of fingerprints to facilitate a state and federal criminal background check. The Louisiana State Police (LSP) shall report the result of the criminal background check to the Board, which may use that information to determine the applicant's moral character and suitability for licensing. LA R.S. 37:2659.1 authorizes the Board to conduct a criminal background check on applicants as a condition for eligibility for licensure. It is the responsibility of the applicant to read and understand the instructions below to complete a criminal background check with the Louisiana Department of Public Safety and the Federal Bureau of Investigation (FBI). Criminal background reports generated for or by another agency cannot be accepted to satisfy this requirement. The Board is not permitted to issue a grace period or license until the results of the report and a completed application have been received.

Instructions for Applicants

Completion time varies from 1 to 8 weeks, depending on circumstances. Criminal history rap sheet findings will extend the completion time. Note that inadequate fingerprints and incorrect payment amount (either too much or too little) will result in delays with the Louisiana State Police (LSP).

You have two (2) options in completing the criminal background check:

Option 1: Mail forms, payment, and 2 fingerprint cards to the LSP Headquarters in Baton Rouge, Louisiana. *Recommended for applicants who are not able to be physically present at the LSP Headquarters. Completion time for this option is approximately 6-8 weeks.*

1. Complete the following two forms in their entirety. Forms must be downloaded from www.lbespa.org.
 - a. **Authorization Form** (signed by the Executive Director of the Board)
 - b. **Rap Disclosure Form**
2. Include a **\$39.25** Processing fee (state fee is \$26; FBI fee is \$13.25) in the form of a **cashier's check, money order, or business check (with pre-printed business name)** made payable to **"Department of Public Safety Louisiana State Police"** or **"DPS LA State Police"**.
3. Include **two (2) current and original FBI fingerprint cards** taken by a local law enforcement agency (not previously processed). Fingerprint cards must be completely filled out to include name, race, sex, date of birth, social security number, place of birth, reason fingerprinted (it should state "license for speech-language pathology/audiology") and residence of the applicant. Contact your local law enforcement agency for availability, locations, hours of operation, costs, and any other requirements/information associated with fingerprinting.
4. Mail Authorization Form, Rap Disclosure Form, two completed fingerprint cards, and the fee (\$39.25) to LSP at the address below. **DO NOT FOLD, STAPLE OR BEND FINGERPRINT CARDS.**

Louisiana State Police
Bureau of Criminal Identification and Information

P.O. Box 66614
Baton Rouge, LA 70896

5. If criminal history is verified, the Board will receive a state and/or federal rap sheet. If there is no criminal history on the state or federal level, the response time will be quicker and the results will be sent via email to Board.

Option 2: Present in-person to the LSP Headquarters in Baton Rouge, Louisiana.

Recommended for applicants who are able to be physically present at the LSP Headquarters. Completion time for this option is approximately 2-3 weeks.

1. Complete the following two forms in their entirety. Forms must be downloaded from www.lbespa.org.
 - a. **Authorization Form** (signed by the Executive Director of the Board)
 - b. **Rap Disclosure Form**
2. Include a **\$39.25** processing fee (state fee is \$26; FBI fee is \$13.25) in the form of a **cashier's check, money order, or business check (with pre-printed business name)** made payable to **"Department of Public Safety Louisiana State Police"** or **"DPS LA State Police"**. Credit card payments are accepted when paying in person at LSP Headquarters.
3. Include a **\$10** fingerprinting fee in the form of a **cashier's check, money order, or business check (with pre-printed business name)** made payable to **"Department of Public Safety Louisiana State Police"** or **"DPS LA State Police"**.
4. Present the Authorization Form, Rap Disclosure Form, and payment to the LSP Headquarters at the address below. Hours of Operation for LSP are Monday through Friday from 8:00 a.m. to 4:00 p.m. **TWO SEPARATE FEES ARE REQUIRED (processing \$39.25 and fingerprinting \$10).**

7919 Independence Boulevard
Baton Rouge, LA 70806

5. Applicant's fingerprints will be submitted electronically to both the state and federal level.
6. If criminal history is verified, the Board will receive a state and/or federal rap sheet. If there is no criminal history on the state or federal level, the response time will be quicker and the results will be sent via email to Board.

Please Note: On occasion, fingerprints are rejected and are mailed back to the Board. Should this occur, your prints will be mailed to you by the Board. Contacting the State Police regarding the status of your prints will result in a delay in the process.

Applicants must submit a completed Application for Licensure to the Board within 90 days of the Board receiving the Criminal Background Check results from the Louisiana State Police. Applicants who submit an application for licensure more than 90 days after the Board receives the Criminal Background Check results from the State Police are required to submit another Criminal Record Check packet, which will include a processing fee.