



LOUISIANA BEHAVIOR ANALYST BOARD

4334 South Sherwood Forest Blvd.
Suite C-150
Baton Rouge, LA 70816

Voice: (225) 925-6523
Email: baadmin@la.gov
Website: lababoard.org

CRIMINAL BACKGROUND CHECK INTRUCTIONS FOR LICENSURE, CERTIFICATION, AND REGISTRATION (LA R.S. 37:3704 (12))

INSTRUCTIONS

THERE ARE TWO OPTIONS TO COMPLETE THE CRIMINAL BACKGROUND CHECK PROCESS

OPTION 1: This process takes approximately 6-12 weeks (sometimes longer) for results to be received.

Complete the **Applicant Processing – Disclosure Form** (middle section only)

Complete the **Authorization to Disclose Criminal History Records Form** (bottom section only)

Go to your local law enforcement agency (police station) or any agency certified to provide fingerprinting. **IMPORTANT – You will be using cards provided by these agencies. You will need two (2) cards. THE ORI SECTION IS TO BE LEFT BLANK.** The LBAB will insert our ORI number before submitting for processing. If the agency insists on putting a number in the ORI SECTION, please to to another agency.

The agency you use needs to capture fingerprints for civil purposes. Please check if there are any fees, if an appointment is needed, and what identification is required.

Ink prints are acceptable. If the agency uses Digital Prints (Live Scan) the images must be transferred onto two fingerprint cards.

RETURN TO THE LBAB OFFICE:

- 1) COMPLETED APPLICANT PROCESSING – DISCLOSURE FORM
- 2) COMPLETED AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS FORM
- 3) TWO COMPLETED FINGERPRINT CARDS (**ORI SECTION LEFT BLANK**)
- 4) PROCESSING FEE IN THE AMOUNT OF \$50.00 MADE PAYABLE TO LBAB
(CHECK, MONEY ORDER, BUSINESS CHECK, OR CASHIER'S CHECK)

The LBAB office will issue an agency check and submit the documents and cards to the LSP for processing.

DO NOT FOLD, STAPLE, OR BEND FINGERPRINT CARDS.



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INSTRUCTIONS

THERE ARE TWO OPTIONS TO COMPLETE THE CRIMINAL BACKGROUND CHECK PROCESS

OPTION 2: This process takes approximately one week to ten days for results to be received.
This option is recommended if the fastest possible turnaround is needed.

Complete the **Applicant Processing – Disclosure Form** (middle section only)

Complete the **Authorization to Disclose Criminal History Records Form** (bottom section only)

Complete the **LBAB Confirmation Form** (bottom section only)

**Bring the above completed documents to LA STATE POLICE HEADQUARTERS (ONLY) FOR THIS OPTION.
7919 INDEPENDENCE BLVD., BATON ROUGE – TELEPHONE 225-925-6095
NO APPOINTMENT NEEDED/HOURS MONDAY THROUGH FRIDAY 8:00 – 4:00**

YOU WILL ALSO NEED TO PAY AT LSP \$38.00 AND \$10.00, TWO SEPARATE CHARGES. DEBIT CARDS AND MONEY ORDERS ACCEPTED. IF YOU REQUIRE A RIGHT TO REVIEW THERE WILL BE ADDITIONAL FEES.

**THE LSP WILL STAMP THE LBAB CONFIRMATION FORM WITH THEIR NAME AND THE DATE.
THIS FORM IS SUBMITTED TO THE LBAB OFFICE AS PROOF OF FINGERPRINTING.**

PLEASE NOTE: YOU MAY DROP OFF YOUR APPLICATION, PROOF OF SUPERVISION FORM, APPLICATION FEE IN FORM OF MONEY ORDER OR CASHIER'S CHECK AND PROOF OF FINGERPRINTING FORM TO THE LBAB OFFICE WITHOUT AN APPOINTMENT. HOWEVER, IF SIGNATURE LINES ARE MISSED, FORM IS INCOMPLETE, INCLUDING NO PHOTO OR NOTARIZATION, APPLICATION FEE IS NOT INCLUDED IT WILL BE RETURNED TO APPLICANT.

APPLICATION PACKETS WILL NOT BE CHECKED WHEN DROPPED OFF. THERE WILL BE A LOCKED CONTAINER FOR YOU TO DROP OFF YOUR PACKET IN AN ENVELOPE. EMPLOYEES WILL NOT CHECK FOR YOU WHEN DROPPED OFF. THIS IS YOUR RESPONSIBILITY.



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Rejection of Fingerprints:

Your fingerprints may be rejected before the clearance process is complete. LSP-DPSC or CJIS may reject your fingerprints because there was a problem with the quality of the fingerprints, such as: your fingerprints were smudged, or too light or too dark. If your fingerprints are rejected, you will be required to resubmit a new set of fingerprints. Additional instructions will be provided. Additional fees may be required.

Fingerprint Processing:

Upon receipt of your fingerprint cards and required fee, your fingerprints will be submitted for processing through the Louisiana State Police, Department of Public Safety and Corrections (LSP-DPSC). The LSP-DPSC conducts state background checks and also processes the federal background information through the Federal Bureau of Investigations, Division of Criminal Justice Information Services (CJIS). The LSP-DPSC and CJIS provide our agency with a copy of your criminal history background to be reviewed and considered acceptable by the board prior to admission to candidacy status.

Criminal History:

If a criminal history exists, the matter will be reviewed by the LBAB to determine an applicant's suitability or eligibility for licensure, certification, or registration. The board will also determine whether just cause exists for the board to refuse to issue, suspend, revoke, or impose probationary or other terms, conditions, or restrictions on any license, certificate, or registration held or applied for by an applicant in the state of Louisiana for violation of any of the causes specified by R.S. 37:3712, and the board's rules respecting any such health care provider as set forth in LAC 46:LXIII. At any time during the process, you may submit in writing any information that may be relevant to the consideration of your application for clearance, including information in regard to good conduct and rehabilitation.

Confidentiality of Criminal History Records:

Any criminal history record information is stamped "Confidential". Use of criminal history record information received by the LBAB will be restricted to and utilized exclusively by the LBAB and its agents and assigns in evaluation the applicant's eligibility or disqualification. Criminal history record information shall not, except with the written consent of the applicant or by the order of a court of competent jurisdiction, be released or otherwise disclosed by the LBAB to any other person or agency, provided; however, any such information or documents which are admitted into evidence and made part of the administrative record in any adjudicatory proceeding before the LBAB shall become public records upon the filing of a petition for judicial review of the board's final decision therein.

ATN _____

SID# _____

APPLICANT PROCESSING – DISCLOSURE
BUREAU OF CRIMINAL IDENTIFICATION AND
INFORMATION

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

Louisiana Behavior Analyst Board
AGENCY, BUSINESS OR INDIVIDUAL NAME

4334 S. Sherwood Forest Blvd. #C-150
MAILING ADDRESS

Baton Rouge LA 70816
CITY STATE ZIP CODE

NOTICE:
PLEASE PRINT OR TYPE
INFORMATION, EXCLUDING
ADMINISTRATORS OR AUTHORIZED
PERSONS SIGNATURE.

**INCOMPLETE FORMS WILL NOT BE
PROCESSED.**

NAME OF APPLICANT _____

DATE OF BIRTH _____

PLACE OF BIRTH
(STATE) _____

RACE / SEX _____

WEIGHT _____

HEIGHT _____

HAIR COLOR _____

EYE COLOR _____

SOCIAL SECURITY NUMBER _____

**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

RAPSHEET ATTACHED

RESPONSE BELOW

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 \$12 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****

Louisiana Behavior Analyst Board

AGENCY, FACILITY OR INDIVIDUAL

Rhonda Boe/Exec. Dir.

AGENCY, FACILITY AUTHORIZED REPRESENTATIVE OR INDIVIDUAL

4334 S. Sherwood Forest Blvd, #C-150

MAILING ADDRESS

Rhonda Boe

SIGNATURE OF AUTHORIZED REPRESENTATIVE/INDIVIDUAL

Baton Rouge

CITY

LA

STATE

70816

ZIP CODE

(225) 925-6523

AGENCY, FACILITY OR INDIVIDUAL PHONE NUMBER

baadmin@la.gov

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.



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Date: _____

This will confirm receipt of an application for a **Line Technician**, which requires a State and Federal Criminal Background Check (CBC). Enclosed are the instructions and materials, which must be completed by the applicant and returned to the Board for processing.

THE CBC MUST BE INITIATED WITHIN 14 DAYS OF THE DATE ON THIS DOCUMENT.

The processing of your CBC package could take 8-12 weeks or longer. Missing information or unacceptable fingerprints could result in additional, lengthy delays. Therefore, it is important that you complete the package carefully according to the instructions. The results of your criminal background check must be received before [licensure/certification/registration].

Processing of this package may be expedited by hand-delivering your package to Louisiana State Police (LSP) headquarters in Baton Rouge, LA. LSP Please call LSP for payment amounts and types of payment accepted. Automated Processing of packages are accepted Monday through Friday 8:00 am to 3:30pm, excluding state holidays.

If you choose to have your package accepted at LSP through Automated Processing, the information at the bottom of this sheet must be completed by the applicant, stamped by the LSP Criminal Records Unit before leaving and returned to the Board in the envelope provided.

If you are unable to travel to Baton Rouge for automated processing, complete the package as directed and return all items to the Board in the envelope provided.

Name:	
Address:	
SSN:	
Application Type: CIRCLE ONE	LINE TECH./ASST. BEH. ANALYST/BEH.ANALYST
Date of Birth:	
Race:	
Sex:	
Height:	
Weight:	
Driver's License#	

MUST BE STAMPED BY Louisiana State Police

DROP OFF INSTRUCTIONS FOR LBAB APPLICANTS

**DROP OFF IN LOBBY DURING BUSINESS HOURS AT:
4334 S. SHERWOOD FOREST, BLVD., SUITE C-150
BATON ROUGE, LA 70816**

**AFTER HOURS THROUGH MAIL SLOT IN DOOR AT:
4334 S. SHERWOOD FOREST BLVD., SUITE C-175
BATON ROUGE, LA 70816**

GO TO STATE POLICE FOR FINGERPRINTING BEFORE DROP OFFS

YOUR PACKET SHOULD INCLUDE ONLY THESE ITEMS:

- 1) TWO-PAGE APPLICATION COMPLETED WITH ALL ORIGINAL SIGNATURES AND PHOTO**
- 2) \$50.00 FEE IN FORM OF MONEY ORDER, CASHIER'S CHECK OR CERTIFIED CHECK.**
- 3) STAMPED SHEET FROM LOUISIANA STATE POLICE**
- 4) EXPLANATION & DOCUMENTS IF ANSWER IS YES TO QUESTION #1**