

Criminal Background Check (CBC) Frequently Asked Questions:

1. How does an applicant initiate a Criminal Background Check for the LBAB?

The instructions and forms needed to initiate the Criminal Background Check are found on our website www.lababoard.org under the Applications/Form tab. Choose either Option 1 or Option 2. **READ CAREFULLY AS UPDATES HAVE BEEN MADE.**

2. What is the address for the Louisiana State Police?

The Louisiana State Police Headquarters is located at:



**7919 Independence Blvd
Baton Rouge, Louisiana 70806
225.925.6006**

3. How long are criminal background checks valid for?

If you had a criminal background check completed through LBAB and the results were received *less* than *two* years from the approximate date you are applying, your results are still valid only if you are submitting an application for the same purpose. If previous background check was for RLT and new application is for certification or license, a new criminal background check must be completed as FBI considers this a different purpose. If a previously registered line technician is submitting an application again for RLT and results are over two years, another criminal background check is required.

4. Can the LBA/employer, receive the Criminal Background Check Results?

- If an employer wishes to receive the Criminal Background Check Results for an applicant, Right to Review forms must be mailed to LBAB if choosing Option 1, or submitted to Louisiana State Police if choosing Option 2. Forms are found on our website under the Criminal Background Check (CBC) tab.
- If choosing Option 1 and requesting a Right to Review, the applicant must submit **4 fingerprint cards**
 - 2 Finger Print cards for Criminal Background Check for LBAB
 - 2 Finger Print cards for Right to Review
 - Right to Review Fee of \$26.00 Money Order written out to LBAB
 - \$50.00 Criminal Background Check Processing Fee (Fee can be a \$50.00 money order written out to LBAB or purchased from our online store on LBAB website/PayPal receipt **MUST** be provided with Fingerprint Cards)
- If choosing Option 2, print and complete the Right to Review Forms in addition to the required form.
 - Fees paid directly to Louisiana State Police
 - \$39.25 Criminal Background Check Fee for LBAB
 - \$10.00 Digital Prints for Criminal Background Check
 - \$26.00 Right to Review
 - \$10.00 Digital Prints for Right to Review

Important Information:

- Incomplete fingerprint cards (signatures and personal information sections) **will be returned** and will delay processing.
- Louisiana State Police may reject the fingerprints due to several reasons such as insufficient pattern, poor quality, etc. RLT and LBA supervisor will be contacted by email and allowed 2 weeks to submit new cards to LBAB or RLT will be revoked until received.
- LBAB cannot give a copy of the Criminal Background Check results to anyone, including the applicant.