



LOUISIANA BEHAVIOR ANALYST BOARD

4334 South Sherwood Forest Blvd.
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Voice: 225-295-8413
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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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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 of 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.