



## LOUISIANA BEHAVIOR ANALYST BOARD

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

Voice: 225-295-8413  
Email: [baadmin@la.gov](mailto:baadmin@la.gov)  
Website: [lababoard.org](http://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 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 \$39.25 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.**



## LOUISIANA BEHAVIOR ANALYST BOARD

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

Voice: 225-295-8413  
Email: baadmin@la.gov  
Website: lababoard.org

### 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.