

## RLT Application Process Frequently Asked Questions:

### 1. If applicant chooses to drop off their application at the board office where does the applicant need to go first? Louisiana State Police (LSP) or the Board Office?

- ONLY IF applicant has a completed application which includes a signed Privacy Act and Acknowledgement of Receipt form, complete the Criminal Background Check at LSP first and drop off application with photo, Privacy Act, registration fee and stamped sheet from LSP together on the same date the fingerprinting is completed. We have an after hours drop slot. Follow these instructions or your results will be destroyed if received before we receive your application and you will have to repeat the background check including fees.
- IF applicant does not have a completed application which includes a signed Privacy Act and Acknowledgement of Receipt form, a Criminal Background Check cannot be completed. Refer to CBC instructions for further directions.
- The instructions and forms needed to complete the Criminal Background Check are found on our website [www.lababoard.org](http://www.lababoard.org) under the Applications/Forms tab.

### 2. After going to LSP, what does the applicant need to drop off to the board office?

The applicant needs to drop off:

1. A completed/signed 3-Page RLT Application with wallet size photo of applicant. Page 3 is Privacy Act.
2. Registration Fee (Money Order or PayPal Receipt)
  - Registration Fees can be purchased through PayPal on the website's online store.
  - Do **NOT** send proof of payment prior or after via email. It needs to be attached to application.
3. Proof of Initiation of Criminal Background Check
  - The document LSP will hand back to applicant after processing with date stamped in red by LSP.
  - PROOF OF INITIATION (Stamped Sheet from LSP) can only be completed if you have application ready to turn in. Please read instructions carefully.

### 3. When and where can the applicant drop off the completed application with photo, registration fee, and Criminal Background Check document?

The applicant can drop off the application at the board's office at any time in either:

1. Lobby of Suite C-150: Black Drop Box in Lobby
2. After Hours Drop Box located at C-175



### 4. The applicant has been arrested, but the applicant is stating the charges are dismissed/expunged off of their record. Do they still need to check YES for question #1 on the attestation form of the application?

- An applicant needs to check YES to question #1 on the attestation form if they have **EVER** been arrested or charged. This includes **ANY** arrests including **ARRESTS, CHARGES, AND CONVICTIONS THAT HAVE BEEN DISMISSED OR EXPUNGED in ANY** state, country, or military base. (You can have charges but not have been physically arrested and brought to jail.)
- If previously reviewed and approved, applicant must still check yes. If no new arrests since review, write "previously submitted" next to checking yes on application.
- If revoked for falsifying this answer, there is no appeal unless and until you can prove you were never arrested. **NO EXCEPTIONS.**

### 5. If the applicant has been arrested for charges not previously reviewed, what items do they need to provide?

Applicants are encouraged to provide an explanation of the events that led to the arrest(s) and documentation of the status of the charges (examples: minutes from the Clerk of Court, letter from D.A.'s office, Certificate stating completion of Program, Proof of Payment of Fine, Notice of Court Date, etc). **The board can only review and make a decision based on the information you provide.**

### 6. If the applicant has been arrested, when will the applicant become registered?

If the applicant checks yes to being arrested, they will require board review. Their file will be reviewed at the next board meeting which will determine if applicant is approved, denied, or requires additional information. Meeting dates are listed on our website.

### 7. Who is responsible to ensure the entire RLT application is completed?

It is the responsibility of the supervising LBA who signed the application, not the office staff. The board has authority over the LBA's license, not the clinic.