

RLT Application Process Frequently Asked Questions:

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

- First, the applicant needs to complete the Criminal Background Check at LSP.
- The forms needed to complete the Criminal Background Check are found on our website www.lababoard.org under the Applications/Forms tab.

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

The applicant needs to drop off/mail:

1. A completed/signed 2-Page RLT Application with wallet size photo of applicant.
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 via email. It needs to be attached to application.
3. Proof of Initiation of Criminal Background Check (see Criminal Background Check FAQ)
 - Option 1: 2-Fingerprint Cards, \$50 Processing Fee, Completed Disclosure Form, and Completed Authorization to Disclose Criminal History Records Form
 - Option 2: The document LSP will hand back to applicant after processing with date stamped in red by LSP.

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. This includes **ANY** arrests including **ARRESTS, CHARGES, AND CONVICTIONS THAT HAVE BEEN DISMISSED OR EXPUNGED in ANY** state, country, or military base.
- 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?

It is requested that all applicants provide an explanation of the events that led to the arrest(s) and documentation that states the status of the charges (examples include: minutes from the Clerk of Court, letter from District Attorney'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.

7. If the applicant requires board review, when are board meetings scheduled?

The dates of scheduled board meetings are posted on our website under the Board Meeting tab located on the home page.

8. 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.