



# LOUISIANA LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS

## **Criminal Record Check: Instructions for Applicants**

### **General Instructions:**

Upon request by the Louisiana Licensed Professional Counselors Board of Examiners (LPC Board), applicants must submit to a Criminal Record Check (CRC). There are two options for submitting your CRC package materials: 1) by mailing your package (including fingerprints) to the LPC Board Office address or 2) submitting your CRC package in person to the Office of Louisiana State Police (LSP).

**Delays often occur with Option 1 due to unacceptable fingerprints.** Option 2 may allow for expedited processing of the CRC as your package is hand-delivered to the LSP headquarters in Baton Rouge, Louisiana and acceptable fingerprints may be submitted electronically onsite. If you choose Option 2, please request Automated Processing. Please be advised that LSP requires an additional fingerprinting fee of \$10.00 (payable **only** via a **separate** Money Order, Cashier's Check, or Business Check). Automated Processing of CRC packages are accepted Monday through Friday 8:00am to 3:30pm, excluding State Holidays by LSP. Please be advised that the **Automated Processing Form** must be completed by you, **stamped by LSP Criminal Records Unit**, and returned to the LPC Board office address.

The processing of your CRC package could take **8-12 weeks or longer**. Missing information or unacceptable fingerprints could result in additional, lengthy delays. Please complete the CRC package carefully and contact the LPC Board office with any questions. **The results of your CRC must be received and processed before any license or registration may be issued.**

**Criminal Record Check results are valid for 60 days from the date the LPC Board receives your CRC results from LSP.** If the LPC Board receives your CRC results without an application and it has been more than 60 days, you will be required to submit another Criminal Record Check package, including the processing fee.

### **Option 1:     **CRC Submitted BY MAIL to the LPC Board of Examiners** **11410 Lake Sherwood Avenue North, Suite A, Baton Rouge, LA 70816****

- 1. Complete a Rap Disclosure form and Authorization form.** Forms may be obtained by contacting the LPC Board office. Your signature is required.
- 2. Include a \$39.25 processing fee** in the form of a Money Order or Cashier's Check made payable to the **Department of Public Safety**. This processing fee covers both the State and Federal Background Checks.
- 3. Include 2 current, original fingerprint cards** (not previously processed) on a **FBI Applicant Fingerprint Card**, taken by a local law enforcement agency. The Fingerprint Card should be completely filled out to include Name, Race, Sex, Date of Birth, Social Security Number, Place of Birth, Reason Fingerprinted, and Residence of Applicant. **Contact local law enforcement agencies to determine the fee that may be required for fingerprinting.**

4. Mail Rap Disclosure form, Authorization form, Fee and Fingerprint Cards to the LPC Board: 11410 Lake Sherwood Avenue North, Suite A, Baton Rouge, LA 70816. **Please DO NOT Fold, Staple or Bend your CRC package materials.**
5. If criminal history is verified, the LPC Board will receive a State and/or Federal Rap Sheet. If there is no criminal history on the State or Federal level, a response will be received via email to LPC Board. **This process takes approximately 6-8 weeks; however, the process will take significantly longer if your CRC package is missing information or if your fingerprints are not accepted by LSP.**

**Option 2: CRC Submitted IN PERSON to Louisiana State Police (LSP)  
7919 Independence Blvd, Baton Rouge, LA 70806  
Hours of Operation: 8:00am to 4:00pm Monday-Friday  
(225)925-6095**

1. You must bring the following to the Office of the Louisiana State Police:
  - a. Completed Rap Disclosure Form
  - b. Completed Authorization Form
  - c. Completed Automated Processing Form.
  - d. **\$39.25** processing fee in the form of a Money Order or Cashier's Check made payable to the **Department of Public Safety**. This fee covers both the State and Federal Background Check.
  - e. **\$10.00** Fingerprinting Fee in the form of Money Order or Cashier's Check made payable to the Department of Public Safety (**MUST be a separate Money Order or Cashier's Check**).
2. Your **fingerprints will be submitted electronically** to both the State and Federal level. If criminal history is verified, the LPC Board will receive a State and/or Federal Rap Sheet. If there is no criminal history on the State or Federal level, a response will be received via email to LPC Board. **This process takes approximately 2-6 weeks.**
3. LSP will stamp the **Automated Processing Form** and give it back to you. **You are responsible for mailing the stamped Automated Processing Form to the LPC Board Office:** 11410 Lake Sherwood Avenue North, Suite A, Baton Rouge, LA 70816.

**Please Note:** On occasion fingerprints are rejected. Should this occur, you will be notified by LPC Board as soon as we are notified by LSP. **The Department of Safety and Corrections asks that they not be contacted regarding the status of your fingerprints, as this delays the process.**