



# LOUISIANA LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS

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

### **General Instructions:**

Effective January 1<sup>st</sup>, 2019, all initial and reinstatement applicants must submit a full set of fingerprints, and criminal history record information to the Louisiana Licensed Professional Counselors Board of Examiners (LPC Board) from the Louisiana State Police Bureau of Criminal Identification and Information. The LPC Board shall utilize criminal history record information to determine an applicant's suitability and eligibility for licensure, and whether just cause exists for the LPC Board to refuse to issue, suspend, revoke, or impose probationary or other terms, conditions, or restrictions on any license held or applied for by an application for violation of any of these causes specified by R.S. 37:1123 and the LPC Board's rules.

**There are two options for submitting your Criminal Records Check (CRC) package materials for license renewal:**

- Option 1:** mailing your package (including fingerprints) to the LPC Board Office address, or
- Option 2:** submitting your CRC package in person to the Office of Louisiana State Police (LSP) in Baton Rouge.

FOR RENEWAL PURPOSES, the LPC Board must receive **proof** of Criminal Records Check fingerprinting completed – for Option 1, proof of CRC is all fingerprint packet materials arriving at the LA LPC Board Office; for Option 2, proof of CRC is the stamped Automated Processing Form.

**Errors may occur with Option 1 due to unacceptable fingerprints.** If you choose to complete the fingerprinting Criminal Records Check by 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 7:30am 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 by email, fax, or in person. Missing information or unacceptable fingerprints could result in additional, lengthy delays. Please read all instructions and complete the CRC package carefully.

**Please Note:** On occasion fingerprints are rejected by LSP. 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.

*Individuals completing the fingerprint Criminal Records Check must review the **Noncriminal Justice Applicant's Privacy Rights Statement** found on the Board website. **The Privacy Statement Acknowledgement form must be completed, signed, and uploaded within your online renewal application for a license renewal application to be considered complete.***

**Option 1: CRC Submitted BY MAIL to the LPC Board of Examiners  
11410 Lake Sherwood Ave N. Ste. A, Baton Rouge, LA 70816**

1. **Complete the Rap Disclosure form and Authorization form.** These forms are available on the LPC Board website: <https://www.lpcboard.org/page/forms>. 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 **two (2) current, original fingerprint cards** (not previously processed) on a **FBI Applicant Fingerprint Card**, taken by a local law enforcement agency. You may view fingerprinting locations near you here: <https://www.nbinformation.com/locations/lawEnforcement/LA.php>. 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. Submit the completed Rap Disclosure form, Authorization form, Processing Fee and Fingerprint Cards to the Louisiana LPC Board: 11410 Lake Sherwood Ave N. Ste. 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  
Contact LSP directly for current hours of operation  
(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).\*  
*\* Two separate fees are required. LSP does accept major credit cards (a processing fee may be charged with these transactions).*
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 submitting the stamped Automated Processing Form by email, fax, or in person to the LPC Board Office.**

**Your completed Privacy Statement Acknowledgement Form MUST be submitted in order for your criminal records check requirement to be considered complete. Please upload a copy of your signed Privacy Statement Acknowledgement in the online license renewal application.**