



Louisiana Applicant Processing System



Louisiana State Police (LSP) is progressing towards transitioning to a new statewide applicant processing system for non-criminal background checks. As a part of the new process, applicants can schedule online a fingerprint appointment at a location of their choosing. We have over 30 sites statewide already and are adding more each week.

New Process for In-State Applicants:

1. Applicants will receive an information sheet from the board or agency requiring the background check. This sheet will have a unique service code allowing the system to identify which agency requests the background check. The information sheet will also contain the web address for the applicant to schedule their fingerprint appointment and the instructions for what they must bring. This is a very simple process where applicants enter basic information and then select a date, time, and location for their appointment.
2. Applicants can pay at the time of service. However, if an agency or company is paying for numerous applicants, there is a mechanism to obtain coupon codes for applicants backed by a company credit card. If your agency or company is interested in this option, please contact the board or agency requiring the background check, and they can provide you with more information.
3. Once the applicants complete their appointment, the fingerprints are electronically submitted to LSP, and the background check will be processed. The board or agency requiring the background check should receive the result within two days.

New Process for Out of State Applicants:

1. Applicants will receive an information sheet from the board or agency requiring the background check. This sheet will have a unique service code allowing the system to identify which agency requests the background check.
2. The information sheet will also contain the web address for the applicant to schedule the out of state service they need. There are two options for out of state applicants:
 - a. If the applicant resides in a state that has Idemia/Identigo services, they can schedule a livescan print in the same manner as described for in-state applicants. This service is provided at an additional cost as indicated below.
 - b. If the state the applicant resides in does not have Idemia/Identigo services, the applicant can obtain a printed fingerprint card from a local law enforcement agency and mail their prints in for processing. This process is also completed through the website provided in the information sheet.
3. Please see the attachment "Out of State Applicant Instructions" for detailed instructions for completing both of these options.

Cost:

1. The cost of background checks in the new system are below:

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| a. State Only | Up to \$47.50 |
| b. State and Federal | Up to \$60.75 |
| c. State Only Hard Card Fingerprint Submission | Up to \$42.50 *Out of state applicant* |
| d. State and Federal Hard Card Submission | Up to \$55.75 *Out of state applicant* |
| e. Out of State Livescan | Same as above plus additional \$39.99 convenience fee. |

Method of Payment:

Applicant will be given the option to pay by credit/debit card, check/money order or Authorization Code. Business checks can be made out to either IDEMIA or IDENTOGO

The board or agency that provided this information will provide details about transition dates as they become available.