



Louisiana State Police  
Bureau of Criminal Identification & Information - LCJIS  
7919 Independence Blvd., Baton Rouge, LA  
225-925-6095

### ***NOTICE TO APPLICANTS***

As an applicant for a position requiring fingerprints to be submitted to the Louisiana Bureau of Criminal Identification and Information - Louisiana Criminal Justice Systems (BCII-LCJIS), and the Federal Bureau of Investigation, YOUR FINGERPRINTS WILL BE SUBMITTED TO THESE AGENCIES TO CHECK STATE AND FBI RECORDS.

Discrepancies on your Louisiana record can be challenged and corrected by contacting the Louisiana Bureau of Criminal Identification and Information at 7919 Independence Blvd., Baton Rouge, LA 70806, or by calling the BCII-LCJIS at (225) 925-6095. Additional information is available from the LSP.org website at <http://lsp.org/technical.html#criminal>. You will need the Authorization and Disclosure forms associated with the Right to Review Process.

Discrepancies on records from the FBI or relating to another state can be challenged through the FBI. Information, including that listed below, can be found at their website at [www.fbi.gov](http://www.fbi.gov).

The U.S. Department of Justice Order 556-73 (<https://www.fbi.gov/services/cjis/identity-history-summary-checks/us-department-of-justice-order-556-73>) establishes rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own record for review. The FBI's Criminal Justice Information Services (CJIS) Division processes these requests

How to Request a Copy of Your Record:

The FBI offers three methods for requesting your FBI Identification Record or proof that a record does not exist. Information on each option can be found at: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

Option 1: Electronically Submit Your Request Directly to the FBI at <https://www.edo.cjis.gov>.

Option 2: Submit Your Request Directly to the FBI via the mail.

Option 3: Submit Your Request to an FBI-Approved Channeler.

**AGENCY INSTRUCTIONS:** To comply with federal law, provide a copy of this document to each applicant fingerprinted.