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If you identify information that is outdated, please notify us at CHC@cns.gov.

Louisiana is a closed records state.

Some form of criminal history information is open to the public in “open records” states. In “closed records” states, access to criminal history information is not generally available to the public, but is available to authorized entities (e.g. law enforcement agencies).

Contact Information

Office of State Police, Bureau of Criminal Investigations

<http://www.lsp.org/>

Phone number: 225-925-6095

State Checks

General Information on State Checks:

- While two options for types of state checks are listed below, name-based and fingerprint-based, only one type of state check is required. CNCS does not recommend one of these checks over the other. Either the name-based state check or the fingerprint-based state check is acceptable.
- Please note that to be in compliance with CNCS requirements, recipients may have to conduct checks in up to two states: the state of service/work check on individuals in covered positions, as well as a state of residence check (i.e. if the state of residence is different from the state of service/work at the time of application).

Name-Based State Checks

Available from: Louisiana State Police

What is released: N/A

Cost: \$26

How long does it take to obtain results? If there is “no record” you should receive a response within 24 hrs. If fingerprints are requested the response will have to be handled manually and may take approximately 15-21 business days.

Fingerprint-Based State Checks

Available from: Louisiana State Police

What is released: N/A

Cost: \$26

How long does it take to obtain results? If there is “no record” you should receive a response within 24 hrs. If fingerprints are requested the response will have to be handled manually and may take approximately 15-21 business days.

Available to: Programs and Organizations

Approved Alternative Repositories

State repositories are institutions that house and maintain the arrest and disposition (or outcome) information for cases handled in that state. Each state has a central repository, and CNCS has designated one in each state that grantees must use. In some cases, generally when a different institution is able to provide information that is equivalent to what is provided by the state repository, CNCS may designate them as an Approved Alternative Repository.

None at this time.

FBI Checks

FBI Check Guidance: <http://www.nationalservice.gov/FBIGuidance>

State Repository Provides FBI Checks: Yes, for qualifying agencies. (\$42.50 for both state and FBI)

CNCS FBI Channeler: Organizations that cannot successfully use the state repository for FBI Checks may use CNCS’s FBI-approved Channeler, Fieldprint, for FBI checks.

Cost: The cost for one FBI check through Fieldprint is \$27.50.

How long does it take to receive results? The majority of checks conducted electronically take no more than two business days from the date the fingerprints are captured. If an applicant does not live near a Fieldprint livescan location and fingerprints must be taken manually and mailed, it will take longer to receive the results. See the Fieldprint Guide and FAQ (linked below) for more information.

View these links for more information:

- Fieldprint Guide and FAQs: <https://www.nationalservice.gov/FBIGuidance> (see document, “Using Fieldprint as an FBI Channeler – A Guide for CNCS Recipients”)
- Fieldprint website: <http://www.fieldprintcnscs.com/>

NSOPW (National Sex Offender Public Website) Check

nsopw.gov

A required component of the NSCHC is a nationwide check of NSOPW.gov before an individual begins work or service in a covered position. Please note that a compliant nationwide NSOPW check must include reports from all states, territories, and tribes. If any state, territory, or tribe is unavailable at the time the NSOPW check is conducted, you must either run a nationwide NSOPW check again through NSOPW.gov and ensure that all entities are reporting, or run a separate check for each entity that is not reporting through the state sex offender registry website.

Please note that a check of a single state’s sex offender registry alone is not sufficient to meet the requirements of the nationwide NSOPW check requirement. The information provided in the State Sex Offender Registry Information section is for reference

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purposes only in the event that a single state sex offender registry check is necessary to supplement an incomplete nationwide NSOPW check.

State Sex Offender Registry Information

Louisiana Sex Offender Registry: <http://www.lsp.org/socpr/default.html>

Individuals Requesting Criminal History Records (versus Organizations)

Option 1: In person at this office: (7919 Independence Blvd, Baton Rouge, LA)

- You will need to bring \$26 money order, cashier's check or business check for processing and a \$10 money order, cashier's check or business check for fingerprinting, both made out to the Dept. of Public Safety (cash or personal checks will not be accepted).
- You will need to have a valid state issued ID or driver's license.
- This service is available Monday thru Friday (excluding holidays) from 8:00am to 3:30pm.
- If you arrive before 3:00pm you may wait and take your certified copy of the response with you but if you arrive after 3:00pm your response will be mailed to you or you may return the next business day.
- Bring sealed results to program to ensure chain of custody.

Option 2: By mail

- Obtain a set of fingerprints.
- Complete the authorization form and rap disclosure form.
- You must mail a set of fingerprints, an authorization form, a rap disclosure form (these forms must include the individuals complete name and address and they are available online at lsp.org) and a \$26 money order, cashier's check or business check (cash or personal checks will not be accepted) payable to the Dept. of Public Safety to:
- Bureau of Criminal Identification
- PO Box66614 Mail Slip A-6
- Baton Rouge, LA 70896
- This process takes approx. 15-21 business days form the time the payment is entered into our system.
- Bring sealed results to program to ensure chain of custody.