



Criminal History Checks on Nonlicensed Persons and Licensed Ambulance Personnel

August 4th, 2017

The Louisiana Office of State Police, Bureau of Criminal Identification and Information (Bureau), is the State's designated repository for criminal history information pursuant to the laws cited in La. R.S. 15:575 et seq. Any criminal event that is documented by the submission of fingerprints to the State is stored in the Louisiana Computerized Criminal History (LACCH) database. The Bureau may only release criminal history information stored in LACCH for noncriminal justice purposes when authorized by law. The Bureau is authorized to release criminal history information stored in LACCH to those employers and Authorized Agencies defined in La. R.S. 40:1203.1 as required by La. R.S. 40:1203.2

Employers may request criminal history information stored in LACCH in one of three ways: (1) use of the Bureau's Internet Background Check (IBC) website (<https://ibc.dps.louisiana.gov/>), (2) via Authorized Agents, and (3) submission of applicants' fingerprints.

Employers and Authorized Agencies may establish an account with the Bureau to use the IBC, which is a web-based application that allows for name-based, criminal background checks. If the Bureau cannot match any of the applicant's descriptors, such as name, DOB, SSN, etc., a letter stating no disqualifying information was found is issued. Additionally, if the applicant may have criminal history, fingerprints will be required for positive identification before the history is released.

Authorized Agents may also run name-based background checks on applicants defined in La. R.S. 1203.1 through a local law enforcement agency. Local law enforcement agencies are only authorized to query LACCH. They are not authorized to request criminal history information through the FBI's federal, criminal history database or records stored in the National Crime Information Center (NCIC) database.

Pursuant to La. R.S. 40:1203.7, Authorized Agencies must be domiciled in the state of Louisiana and must be certified by the La. Secretary of State's office. Authorized Agents must also be certified by the Bureau. Companies that perform background check services that are not domiciled in Louisiana nor certified through the Secretary of State's office and the Bureau are not authorized to request or receive criminal history information stored in LACCH. Additionally, Authorized Agents are not authorized to request criminal history information on behalf of national background check companies. La. R.S. 15:579 mandates the Bureau to issue rules and regulations consistent with the U.S. Dept. of Justice governing the privacy and security of criminal history records. To meet this requirement, the Bureau has adopted rules and regulations including those described in 28 Code of Federal Regulations (CFR) 20.21 which limits the release of criminal history information to only those agencies authorized by statute. Employers may contact LDH or the Bureau for a current list of Authorized Agencies.

Employers may also require applicants to submit fingerprints to the Bureau. Employers may contact the Bureau for more information regarding this service.

For more information, contact the LSP Bureau at (225) 925-6095 (Applicant Processing Section), or by mail at P.O. Box 66614, #A-6, Baton Rouge, LA 70896-6614.