

Affirmative Answers to the Legal Questionnaire

When completing a LA Bureau of EMS **initial** license application at the **EMT, AEMT, and Paramedic level** or upon answering affirmatively to any of the questions in the questionnaire on a license **renewal or revision** application **at any level**, the following information should be uploaded to the practitioner application for licensure:

- Any and all supporting documentation regarding the affirmative answers on the questionnaire.
- A letter addressing the EMS Certification Commission regarding the affirmative answers describing the information/incident disclosed and your involvement in the case. (dated and signed)
- For Charges/Criminal Conviction disclosures, a Louisiana State Police Bureau of Criminal Identification and Information Fingerprint Background Report from the last 30 days as well as any and all related case/court documents regarding your affirmative answers on the questionnaire.
- For Physical/Mental Limitations or Substance Abuse disclosures: A letter from your physician (on the physician's practice letterhead) stating the facts of your care and if you are cleared by your physician to work in the rigors and stress of the EMS field regarding your affirmative answers on the questionnaire.

LA Bureau of EMS applicants can request and receive a Louisiana Background Check Report by fingerprint by visiting the [Louisiana State Police \(LSP\) Headquarters in Baton Rouge](#). The LSP Bureau of Identification and Information is located at [7919 Independence Blvd, Baton Rouge, LA](#). Any questions regarding this process should be directed to Louisiana State Police at (225) 925-4108.

The LSP Criminal History Report may also be requested via U.S.P.S. mail. Applicants who choose to submit via mail may be fingerprinted by local law enforcement utilizing 2 FBI fingerprint cards. The fingerprint cards, along with all of the other required documentation as noted below, must be submitted to the Louisiana State Police and not to the Bureau of EMS. The criminal history report application will be processed by Louisiana State Police in the order in which it is received and the payments have been successfully processed. Please note it may take up to 21 days before it is processed by LSP.

To request the report in person or via U.S.P.S. mail:

- Each applicant will need to complete and submit in person or by U.S.P.S. mail the BEMS Criminal History Report Request Information Packet. [CLICK HERE](#) for Request Packet.
- Payment is required at the time of service. The individual may use a debit/credit card if requesting the report in person. Two money orders made payable to the Louisiana State Police or cashier checks in the amount of \$10 and \$39.25 (\$26 for state and \$13.25 for federal) will also be accepted in person or by mail.
- A valid driver's license.