

**Criminal Record Check**  
Instructions for Applicants

**BY MAIL** to Louisiana State Board of Social Work Examiners (LABSWE):

1. Complete a Rap Disclosure form and Authorization form. Forms are available online at [www.labswe.org](http://www.labswe.org) under the Licensee Info/Application Information. Applicant signature is required.
2. Include a \$39.25 processing fee in the form of a money order or cashier's check made payable to the Department of Public Safety. This fee covers a state and federal background check.
3. Include 2 current, original fingerprint cards (not previously processed) on a FBI Applicant Fingerprint Card, taken by a local law enforcement agency. Fingerprint card must be signed by applicant and should be completely filled out to include name, race, sex, date of birth, social security number, place of birth, reason fingerprinted (should state license for social work) and residence of applicant. Contact local law enforcement agencies to determine the fee that may be required for fingerprinting.
4. Mail Rap Disclosure form, Authorization form, fee and fingerprint cards to the Louisiana State Board of Social Work Examiners, 18550 Highland Rd, Suite B, Baton Rouge, LA 70809. **Do NOT fold, staple or bend.**
5. If criminal history is verified, the Louisiana State Board of Social Work Examiners will receive a state and/or federal rap sheet. If there is no criminal history on the state or federal level, a response will be received via email to LABSWE. **This process takes approximately 6-8 weeks (sometimes longer).**

**WALK IN** to Louisiana State Police (LSP) Headquarters:

1. Applicant must bring the following to the office of the Louisiana State Police:
  - a. Completed Rap Disclosure form, Authorization form, and Automated Processing form. Forms are available online at [www.labswe.org](http://www.labswe.org) under the Licensee Info/Application Information. Applicant's signature is required.
  - b. \$39.25 processing fee in the form of a money order or cashier's check made payable to the Department of Public Safety or major credit card.
  - c. \$10.00 fingerprinting fee in the form of a money order or cashier's check made payable to the Department of Public Safety or major credit card.

TWO SEPARATE FEES ARE REQUIRED. LSP accepts major credit cards (a processing fee will be charged for these transactions).
2. Applicant's fingerprints will be submitted electronically to both the state and federal level.
3. If criminal history is verified, the Louisiana State Board of Social Work Examiners will receive a state and/or federal rap sheet. If there is no criminal history on the state or federal level, a response will be received via email to LABSWE. **This process takes approximately 2-4 weeks (sometimes longer).**
4. LSP will stamp the Automated Processing form and give it back to the applicant. The applicant must mail this form to LABSWE.
5. Physical location of the LSP office is 7919 Independence Boulevard, Baton Rouge, LA 70806. Phone: (225)925-6095
6. Hours of operation are 8:00 a.m. to 4:00 p.m. Monday through Friday.

**Please Note:** On occasion fingerprints are rejected. Should this occur, you will be notified by LABSWE as soon as we are notified by LSP. The Department of Safety and Corrections asks that they not be contacted regarding the status of your prints, as this delays the process.