



LOUISIANA

STATE BOARD OF SOCIAL WORK EXAMINERS

Dear Applicant:

Processing of the Criminal Record Check may be expedited by hand delivering your package to Louisiana State Police (LSP) Headquarters in Baton Rouge, La. If you choose this option, request Automated Processing. Please be advised that LSP requires an additional fingerprinting fee of \$10 payable by separate money order, cashier's check or business check (no cash or personal checks accepted). Automated Processing of packages are accepted Monday through Friday 8:00am to 3:30pm, excluding state holidays.

If you choose to have your package accepted at the Louisiana State Police through Automated Processing, the information at the bottom of this sheet must be completed by the applicant and stamped by the LSP Criminal Records Unit before leaving. You can then upload this form to the Background Check step of your application on Certemy. After submitting the step, it will stay pending until LABSWE receives the results from LSP. Once received, the background check step will be verified.

If you are unable to travel to Baton Rouge for automated processing, complete the requirements and send to the Board office.

NOTE: The processing of your CRC package could take 8-12 weeks or longer. Missing information or unacceptable fingerprints could result in additional, lengthy delays. Therefore, it is important that you complete the package carefully according to the instructions. **The results of your criminal record check must be received and processed before any license may be issued.**

Name	
Address	
SSN	
License Applied For	
Date of Birth	
Race	
Sex	
Height	
Weight	
Driver's License #	

**MUST BE STAMPED
BY LSP**