



JOHN BEL EDWARDS
GOVERNOR

Office of Louisiana State Fire Marshal Code Enforcement and Building Safety

Department of Public Safety and Corrections
Public Safety Services



H. BUTCH BROWNING
STATE FIRE MARSHAL

FINGERPRINT PROCEDURE

1. Owners/principals and or employees must fill out and sign the 2 page application and disclosure form.
2. Owners/principals and or employees must to go to a local law enforcement agency to have the fingerprints done. They will be given the fingerprint cards at that time.
3. Make sure the fingerprint cards are signed and dated by the officer doing the actual fingerprinting and the person being fingerprinted.
4. Return the 2 page disclosure form, fingerprint card, and a company check/money order for \$38.00 for each owners/principals and or employees.
5. Company check or money order for fingerprints **must be made payable to the Department of Public Safety**, one company check or money order can be submitted for all background applications.
6. Return all background applications, fingerprint cards and check for payment to Office of State Fire Marshal.

Is Yours Working?

Smoke Alarms Save Lives!

OFFICE OF LOUISIANA STATE FIRE MARSHAL
8181 INDEPENDENCE BOULEVARD, BATON ROUGE, LA 70806
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