



JOHN BEL EDWARDS
GOVERNOR

LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS
PUBLIC SAFETY SERVICES



H. "BUTCH" BROWNING, JR.
STATE FIRE MARSHAL

OFFICE OF STATE FIRE MARSHAL

MEMORANDUM 6-2020

DATE: October 7, 2020

TO: All Property Protection Firms

FROM: Office of State Fire Marshal
Special Services Division, Licensing Section

RE: Special Services & Support Division, Licensing Section Memo 6-2020; Background Checks for Property Protection Owner(s)/Principal(s), Employees, and Endorsements

This is to advise **all** property protection firm owners/principals and employees of the revised background check process. This process is effective as of **10/1/2020**.

In order to receive a Louisiana State Police background check, the applicant will need to submit the following:

- fingerprint card;
- Louisiana State Police background application; and
- appropriate fee.

Fingerprint Cards

Fingerprint cards must be obtained and completed by your local law enforcement agency or Louisiana State Police. Please note that the agency may charge for this transaction. At the time of fingerprinting, the applicant must show his/her current driver's license or photographic identification to the law enforcement agency conducting the fingerprinting. When receiving a completed fingerprint card, the following information **MUST** be correct:

- ✓ card is dated and that the date is within 12 months of receiving the card;
- ✓ card is filled out completely;
- ✓ card is signed by the employee; and
- ✓ card has the privacy act statement on the back of the FD-258 fingerprint card.

Louisiana State Police Background Application

The Office of State Fire Marshal (OSFM) utilizes the Louisiana State Police background application to process background checks. The application is located on the OSFM website. When completing this 2-page form, the applicant must check the following to ensure that the application is completed properly:

- ✓ all application information fields are entered and accurate;
- ✓ original signature is on the application; and
- ✓ the State Fire Marshal box is checked.

Fee

Background application fees must be paid by a firm check or a money order to the **Louisiana Department of Public Safety**. The applicant must check the following to ensure that the check or money order is completed properly:

- ✓ **DO NOT** make the check or money order payable to the OSFM.
- ✓ the check or money order is dated **no more than 14 days** prior to the date received by the OSFM.
- ✓ the fee is \$39.25 per applicant. NOTE: One check or money order can be used to pay the fees for multiple applications.

Note: Because money orders may have different expiration dates, it would be advisable to purchase a money order with a one-year expiration.

Mail

Applications and fees must be submitted or mailed to the **Louisiana Office of State Fire Marshal at 8181 Independence Blvd., Baton Rouge, LA 70806**. The applications must include the following information:

- ✓ 2-page application;
- ✓ fingerprint card; and
- ✓ payment to the **Louisiana Department of Public Safety** for each employee.

NOTE: Failure to follow the above directions will result in your packet being returned. You will be required to resubmit all returned applications, fingerprint cards and applicable fees.

Note: Attached are the authorization and disclosure forms needed to conduct a criminal background check through the Louisiana State Police. The forms must be completed for each individual **and mailed with the licensing application to the Office of State Fire Marshal**.

Be advised that any property protection contracting conducted without the appropriately issued license is a violation of R.S. 40:1664.1 et seq. and may result in civil penalties, including the issuance of cease and desist orders.

*****MAIL THE ATTACHED FORMS ONLY TO
THE OFFICE OF STATE FIRE MARSHAL*****

SUBMIT TO:

Louisiana State Police
Bureau of Criminal Identification and Information

THE FEE FOR PROCESSING A STATE BACKGROUND CHECK IS \$26. FOR FBI PROCESSING, WHERE AUTHORIZED OR REQUIRED, THERE IS AN ADDITIONAL \$13.25 FEE.

Acceptable forms of payment include: Cashier Check, Business Check with pre-printed business name or Money Order
Credit Card payments are accepted when paying in person at Louisiana State Police Headquarters

FORMS MUST BE FILLED OUT IN INK AND BE REVIEWED BY SUBMITTING AGENCY/INDIVIDUAL FOR ACCURACY
****FINGERPRINTS ARE NECESSARY FOR A POSITIVE IDENTIFICATION****

****PLEASE PRINT****

Office of State Fire Marshal; ATTN: Licensing Section
AGENCY, FACILITY OR INDIVIDUAL AGENCY, FACILITY AUTHORIZED REPRESENTATIVE OR INDIVIDUAL

8181 Independence Blvd.
MAILING ADDRESS SIGNATURE OF AUTHORIZED REPRESENTATIVE/INDIVIDUAL

Baton Rouge LA 70806 (225) 925-6766
CITY STATE ZIP CODE AGENCY, FACILITY OR INDIVIDUAL PHONE NUMBER
Karen.Scott@la.gov
AGENCY OR FACILITY E-MAIL ADDRESS

Request For: (pick one only)

- ALCOHOL BEVERAGE OUTLET
BEHAVIOR ANALYST BOARD
BOARD OF EXAMINERS (PSYCHOLOGIST)
BOARD OF EXAMINERS (SPEECH/LANGUAGE PATH. & AUDIO.)
BOARD OF NURSING HOME ADMINISTRATORS
CASA
COURT ORDER ADOPTION
CRIMINAL JUSTICE EMPLOYEE
DAYCARE / WORKING WITH CHILDREN
DENTISTRY BOARD
DEPT. OF AGRICULTURE AND FORESTRY
DEPT. HEALTH AND HOSPITALS
DEPT. OF INSURANCE - FRAUD DIVISION
DEPT. OF REVENUE (Public Registry of Motion Picture Investor Tax Credit)
DCFS ABUSE/NEGLECT INVESTIGATION
DCFS CARETAKER
DCFS FOSTER/ADOPTIVE
DCFS PERSONNEL
DRUG AND DEVICE DISTRIBUTORS
EMPLOYERS
FIREFIGHTERS
X FIRE MARSHAL
GESTATIONAL CONTRACTS
HEALTH CARE PROVIDER (Non Licensed)
JUVENILE DETENTION CENTER
LA BOARD CHIROPRACTIC EXAMINERS
LA PHYSICAL THERAPY BOARD
LA STATE BOARD SOCIAL WORK EXAMINERS
LICENSED PROFESSIONAL COUNSELORS
MEDICAL EXAMINERS
OFFICE OF FINANCIAL INSTITUTIONS
OMVC - COMMERCIAL DRIVING EXAM ADMINISTER
OMVE - EMPLOYEE ISSUING COMMERCIAL DL
OMVI - CONTRACT PROCESS INQUIRY/TRANSACTION
OMVT - AUTO TITLE COMPANY / PUBLIC TAG AGENT
PHARMACY BOARD
POST SECONDARY EDUCATION
PRACTICAL NURSING
PRIVATE ADOPTION
PRIVATE INVESTIGATORS
PRIVATE SECURITY
PUBLIC HOUSING
REGISTERED NURSING
RELIGIOUS ACTIVISTS
SCHOOL
SUPREME COURT COMMITTEE BAR ADMISSION
TAXI DRIVERS
TESS WINDOW TINT
VOLUNTEER LOUISIANA COMMISSION
WILDLIFE AND FISHERIES
WORKING WITH CHILDREN

APPLICANTS FULL NAME:
****PRINT - USE INK**** LAST FIRST MIDDLE
{INCLUDE MAIDEN NAME & PREVIOUS MARRIED NAMES IF APPLICABLE}

APPLICANTS SIGNATURE:

APPLICANTS SOCIAL SECURITY # DATE OF BIRTH:

ID or DRIVERS LICENSE # & STATE RACE SEX

POSITION OR LICENSE APPLIED FOR

AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION

By my signature above, I hereby authorize the Louisiana State Police to release all pertinent criminal record information maintained in their files, other states files, or the FBI files (if applicable) which may confirm or deny my eligibility with the facility or agency named above. Pursuant to Title 28, C.F.R., Section 16.34, officials making the determination of suitability for licensing or employment shall provide the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record.

ATN _____

SID# _____

**APPLICANT PROCESSING – DISCLOSURE
BUREAU OF CRIMINAL IDENTIFICATION AND
INFORMATION**

Office of State Fire Marshal; ATTN: Licensing Section
AGENCY, BUSINESS OR INDIVIDUAL NAME

8181 Independence Blvd.
MAILING ADDRESS

Baton Rouge LA 70806
CITY STATE ZIP CODE

NOTICE:
PLEASE PRINT OR TYPE
INFORMATION, EXCLUDING
ADMINISTRATORS OR AUTHORIZED
PERSONS SIGNATURE.

INCOMPLETE FORMS WILL NOT BE
PROCESSED.

NAME OF APPLICANT DATE OF BIRTH PLACE OF BIRTH
(STATE) RACE / SEX

WEIGHT HEIGHT HAIR COLOR EYE COLOR

SOCIAL SECURITY NUMBER

**ALL INFORMATION RELEASED MUST REMAIN STRICTLY CONFIDENTIAL AND ONLY THOSE
AUTHORIZED BY LAW TO RECEIVE THIS INFORMATION MAY SUBMIT A REQUEST.**

DO NOT WRITE BELOW THIS LINE: {For Bureau of Criminal Identification and Information Use Only}

NOTICE: The response to your request for a criminal history check is based on a review of the State of Louisiana’s criminal history records database as is available at the time of request. This does not preclude the possible existence of an arrest or conviction information not available in our database.

CRIMINAL HISTORY DETERMINATION

RAPSHEET ATTACHED

RESPONSE BELOW

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018