

## Criminal Background Checks

All prospective employees must complete a criminal background check. It is the responsibility of the applicant to read and understand the instructions below to complete a criminal background check with the Louisiana Department of Public Safety and the Federal Bureau of Investigation (FBI) located at **7919 Independence Boulevard Baton Rouge, LA 70806**. Criminal background reports generated for or by another agency cannot be accepted to satisfy this requirement.

You will need to bring a \$26 money order, cashier's check or business check for processing and a \$10 money order, cashier's check or business check for fingerprinting, both made out to the Department of Public Safety (cash or personal checks will not be accepted). You will need to have a valid state issued ID or Driver's License. This service is available Monday thru Friday (excluding holidays) from 8:00 am to 3:30 pm

### Present in-person to the LSP Headquarters in Baton Rouge, Louisiana.

1. Complete the following two forms in their entirety. Forms may be downloaded from [www.cypress-solutions.com](http://www.cypress-solutions.com) or the [lsp.org](http://lsp.org) website
  - a. **Authorization Form** (signed by authorized signatory at Cypress Solutions)
  - b. **General Disclosure Form**
2. Include a **\$26 processing fee** in the form of a **cashier's check, money order, or business check (with pre-printed business name)** made payable to "**Department of Public Safety Louisiana State Police**" or "**DPS LA State Police**". Credit card payments are accepted when paying in person at LSP Headquarters.
3. Include a **\$10 fingerprinting fee** in the form of a **cashier's check, money order, or business check (with pre-printed business name)** made payable to "**Department of Public Safety Louisiana State Police**" or "**DPS LA State Police**".
4. Present the Authorization Form, Rap Disclosure Form, and payment to the LSP Headquarters at the address below. Hours of Operation for LSP are Monday through Friday from 8:00 a.m. to 3:30 p.m. **TWO SEPARATE FEES ARE REQUIRED (processing \$39.25 and fingerprinting \$10)**.
5. Applicant's fingerprints will be submitted electronically to both the state and federal level.