

For BOI Office Use Only
ATN# _____
SID# _____
TIME F/P COMPLETED _____
TIME DESC.COMP _____

<b>FEES</b>
<b>\$10.00 Fingerprint Fee</b> (if printed at LSP Headquarters)
<b>\$31.00 Processing Fee</b> (required whether printed at LSP Headquarters or when mailing in two fingerprint cards)

RIGHT TO REVIEW

Louisiana State Police  
Bureau of Criminal Identification and Information  
P.O. Box 66614 - Box A-6  
Baton Rouge, LA 70896

When submitting fingerprints:  
In person: two separate money orders, cashier checks, business checks for \$10 and \$31 or a credit card  
By mail: include two FBI (form FD-258) fingerprint cards and a \$31 money order, cashier check or business check

\*\*\*PLEASE TYPE or PRINT\*\*\*

APPLICANTS FULL NAME:

LAST FIRST MIDDLE

STREET ADDRESS: COMPLETE STREET ADDRESS TO INCLUDE APARTMENT/LOT #

CITY: STATE: ZIP CODE:

PHONE NUMBER:

SOCIAL SECURITY NUMBER: DATE OF BIRTH:

DRIVERS LICENSE OR ID NUMBER: STATE OF ISSUE:

RACE: SEX:

APPLICANTS SIGNATURE:

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 state or FBI identification record.

**\*\*Electronically submitted fingerprints obtained at LSP Headquarters after 3:30 will be available for pickup the next business day.**