

To: Child Care Providers
RE: Temporary fingerprinting solution for NEW HIRES
Date: March 5, 2018

Dear Child Care Providers:

Beginning March 1, 2018, a new law requires all new hires of an Early Learning Center (ELC) to obtain the new child care criminal background check (CCCBC). The Louisiana Department of Education has been working diligently with a new fingerprint vendor and partner agencies on the new CCCBC process.

Unfortunately, there are unresolved technical issues that must be fixed before fingerprints can be collected at locations around the state. This means that NEW HIRES who need to get fingerprinted immediately will need to travel to the Louisiana State Police Headquarters in Baton Rouge. Please note this is TEMPORARY until the technology is fixed.

If you have NEW HIRES that need to get fingerprinted immediately, please do the following:

- A) Submit an application through the LDOE Child Care Civil Background Check System (System);
- B) Pay the Department portion of the CCCBC fees; and
- C) Send the applicant to Louisiana State Police (LSP) Headquarters to get fingerprinted with a \$10 payment and a separate \$38 payment.

Please have the applicant take the 2 attached forms to our temporary fingerprint location at LSP Headquarters, along with the fees. LSP accepts business checks, money orders, debit cards, or credit cards.

The fee amount to be collected at LSP will be \$48.00, **but must be paid to LSP separately**. Thus, if paying by check there will need to be one business check for the \$10 fingerprint fee and a separate \$38 check for the combined fees of Louisiana and FBI criminal history searches.

Louisiana State Police Headquarters

7919 Independence Blvd.

Baton Rouge, LA 70806

Hours of Operation: M-F 8:00am-4:30pm*

****Note: Applicants must arrive before 3:30pm to guarantee LSP will be able to accept them prior to closing.****

This Saturday only (March 10th) LSP will be open from 8:00am-12:00pm

This fingerprint location and temporary solution should only be utilized for NEW HIRES.

We understand this situation presents a burden for child care centers outside of the Baton Rouge area and we apologize for the inconvenience. We are currently exploring how the Department can address the additional costs of having NEW HIRES submit fingerprints to LSP in Baton Rouge and will communicate that to the field as soon as possible.

Moreover, we also understand that it is critically important that the fingerprint locations around the state are operational as soon as possible. This is our top priority.

If you have any questions or concerns regarding background check delays please call (225) 342-2716 or email me at Valerie.black@la.gov.

Sincerely,

Valerie Black, Esq.
LDOE – Office of Early Childhood
Criminal Background Check Senior Program Manager

Cc: Jenna Conway, Assistant Superintendent, Early Childhood



By mail:

Send this form and Rap Disclosure form with fingerprint cards to:

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

In person:

Bring this form and Rap Disclosure form and submit electronic fingerprints at:

Louisiana State Police Headquarters
7919 Independence Blvd
Baton Rouge, LA 70806

The fee for processing a state background check is \$26. The fee for processing a FBI background check is an additional \$12. If applicable, 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****

Louisiana Department of Education

Agency Attn: Early Childhood
1201 N. 3rd Street

Mailing Address

Baton Rouge LA 70802

City

State

Zip Code

Valerie Black

Authorized Agency Representative (print, full name)

Valerie Black

Authorized Agency Representative (signature)

(225) 342-2716

Authorized Agency Representative Phone Number

valerie.black@la.gov

Authorized Agency Representative Email Address

REASON REQUESTED (CHECK ONE BOX ONLY)

Early Learning Centers (DOE)

STATE STATUTE

LRS 17:407.42

ORI

LA930318Z

****PRINT - USE INK****

Applicant's full name: _____
Last First Middle

Alternative names (maiden, previously used last name and/or aliases)

Last First Middle

Last First Middle

Applicant's signature: _____

Applicant's social security # _____ Date of Birth: __/__/__

ID or Diver's License # _____ State of Issuance _____ Race _____ Sex _____

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 and SID# FOR OFFICIAL USE ONLY

ATN _____

SID# _____

**APPLICANT PROCESSING – DISCLOSURE
BUREAU OF CRIMINAL IDENTIFICATION AND
INFORMATION**
P.O. BOX 66614 (MAIL SLIP A-6)
BATON ROUGE, LA 70896

LSPAPP3/Revised 10/2015

LDOE, Office of Early Childhood
AGENCY, BUSINESS OR INDIVIDUAL NAME

1201 N. 3rd Street
MAILING ADDRESS

Baton Rouge, LA 70802
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 _____ (STATE)	PLACE OF BIRTH _____	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