



State of Louisiana
DOE ELC Use Only (REORDER)
Live Scan Fingerprint Services

This NCAC Agreement ("Agreement") is between IDEMIA Identity and Security USA, LLC ("IDEMIA") and the company or organization identified below ("Customer"), and sets forth the terms and conditions under which IDEMIA will provide no-charge authorization codes ("Authorization Code(s)") to Customer for distribution to applicants required to submit to a fingerprint based background check ("Applicant(s)") through the State of Louisiana, Digital Fingerprint Program.

Applicants will present an Authorization Code to IDEMIA at the time IDEMIA collects their fingerprints and verifies their biographic information ("Applicant Information"). Upon IDEMIA's collection of Applicant Information, IDEMIA will charge the credit card identified by Customer in a Credit Card Authorization Agreement ("Credit Card").

IDEMIA will provide an initial quantity of _____ (minimum order of 50) Authorization Codes to Customer upon execution of this Agreement and a Credit Card Authorization Agreement. All of the codes will expire one (1) year of the date of issuance to Customer or at the date of expiration of the Credit Card, whichever occurs first. Customer will not be charged for Authorization Codes that have not been redeemed before expiration. IDEMIA will provide additional Authorization Codes at a quantity (minimum order of 50) requested by Customer. The provision and redemption of additional Authorization Codes provided to Customer will be governed by the terms of this Agreement.

IDEMIA will provide all Authorization Codes to an email address provided by Customer, in a password-protected file. Customer may distribute the Authorization Codes to applicants via any method of delivery (e.g., email, US mail).

If the State of Louisiana or other relevant government agency authorizes or dictates a fee increase or decrease in Fingerprint fees, IDEMIA will charge Customer the new fee for any redemption of Authorization Codes occurring on or after the effective date of the fee change.

Customer acknowledges and agrees that Customer will be responsible for all Credit Card charges for Authorization Codes issued to Customer and provided to IDEMIA by applicants, regardless of whether the corresponding Authorization Codes are obtained or redeemed by fraud, redeemed by persons to whom Customer did not issue the Authorization Codes, or that are transferred in violation of any terms and conditions under which Customer distributes the Authorization Codes.

If a charge to the Credit Card is declined by IDEMIA's payment processor or by the issuer of the Credit Card, or if IDEMIA is otherwise unable to obtain payment through the Credit Card, or if any IDEMIA charges to the Credit Card are refused or disputed, IDEMIA will require payment in full prior to or at the time of processing any further applicants of Customer, until such time that IDEMIA notifies Customer that the payment issue has been resolved.

Please indicate acceptance of these terms by having an authorized representative of Customer sign below and return a copy to IDEMIA via fax at 952-945-3326.

ACCEPTED AND AGREED TO: DATE: _____

Name of Customer: _____ EIN or Tax ID: _____

Signature _____ Printed Name: _____

Title: _____

Service Code(s): 27N4H8 – LA Department of Education – Early Learning Center

Customer Account Information



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Legal Company Name: _____

Legal Address: _____

Tax ID: _____ *if tax exempt submit exemption certificate

Primary Contact Name: _____

Primary Contact Phone : _____

Primary Contact Email : _____

Secondary Contact Name: _____

Secondary Contact Phone : _____

Secondary Contact Email : _____

The primary contact will receive all NCAC Authorization Codes ordered via the email provided and should be the individual over the fingerprinting/background check process for your organization. Please make sure your organization's IT dept. (or equivalent) adds LAUEPAccounts@US.Idemia.com into a 'whitelist' so delivery of Codes are not blocked by your internet security.

***PLEASE NOTE, if there are any issues with your NCAC account, we will only speak with the contacts listed above.**

Please fax this form back with initial NCAC agreement to 952-945-3326

***Please note if contact information in the future needs to be changed, it must be done so through email to: LAUEPAccounts@US.IDEMIA.com by an established POC.**

NCAC's will **only** be issued to the Primary POC listed on the account. All communications such as reorder requests or any other account information requests must be received by either the Primary or Secondary POC on the account.