



Department of Public Safety and Corrections
Public Safety Services

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To Whom It May Concern:

The Louisiana State Police, Bureau of Criminal Identification and Information understands the importance of a quick and thorough response to background check requests. As a result, we are now offering your agency the opportunity to request a background check by name on your prospective employees via the internet.

Our new website, LAAPPS, should be available by mid to late October. It will be accessible anywhere a computer is available. (Note: LAAPPS will not be available between 11:30 pm and 12:15 am daily and on Sundays between 7:00am and 2:00pm due to maintenance) You will have the ease of paying on-line and the benefit of receiving a response instantaneously. The \$26 fee will remain the same and we will accept Visa, Master card, Discover card and American Express. You will receive a response, via the internet, if your applicant has no criminal history or if fingerprints are needed. Fingerprints are requested when necessary to verify information. You may also be notified that we are experiencing a temporary delay in processing your response. Due to the confidentiality laws that govern our state, if criminal history information is verified on your applicant, you will receive a link that will provide you with the ability to view and print the criminal history information allowed by law.

To become approved to utilize LAAPPS, simply visit our website @ laapps.dps.louisiana.gov., and complete the application. Provide us with a copy of your Articles of Incorporation, Business license or any certificates applicable to doing business in the city and/or state in which your facility is located. You may mail these documents to:

Louisiana State Police
Bureau of Criminal Identification
P.O. Box 66614 Mail Slip 18
Baton Rouge, La 70896

We look forward to serving you in the future and hope this service proves to be a benefit to your agency. If you have any questions or need more information you may contact Sonji Antoine @ 225-925-1886 or Regina Bonds @ 225-287-7419.

Sincerely,

Lt James McGuane, Deputy Director
Louisiana State Police
Bureau of Criminal Identification and Information