



03.30.2016

## External Memorandum No. 16-002

To  
LSBPSE Applicants &  
Licensees

From  
Fabian P. Blache III  
Executive Secretary

CC  
FILE

Re  
External Memorandum  
16-002  
Insurance Policy  
Requirements

### Comments:

After reviewing the Louisiana State Board of Private Security Examiners (LSBPSE) processes regarding the receipt, review and handling of applicant **insurance documents**, I am implementing the following revisions effective immediately:

1. LSBPSE **no longer requires insurance companies to print and mail physical copies of policies.** Policies can be submitted for consideration of fulfillment of all statutory insurance requirements via email as .pdf files. Files too large to send via email can still be mailed.
2. LSBPSE will review the Accord™ Certification of Insurance to ascertain whether or not the requisite insurance layers are present and in force per the policy.
  - a. Lack of coverage in accordance with L.R.S. 37:3276, 37:3284, 37:3288 and LAC 46 Part LIX will result in a determination of *ineligibility* and the application will be denied for cause pursuant to legal boundaries aforementioned.
3. LSBPSE requires that insurance agents/producers make all required coverages conspicuous on the Accord™ Certificate of Insurance.
4. Insurance documents (i.e., Accord™ certificate, declaration page(s) and all associated policy pages) will be uploaded into the Guard Tracking database in .pdf form. Through attrition, this will reduce the number of insurance policy packets that we will have to physically hold on-site, and will assure accurate retention and archival of policies as received from the producer.
5. Further modifications to this process may be forthcoming.

FPB/fpb

## LA State Board of Private Security Examiners

Tel 225-272-2310  
Fax 225-272-5816

15703 Old Hammond Hwy  
Baton Rouge, LA 70816

www.LSBPSE.info  
ExecutiveSecretary@LSBPSE.com

