



07.12.2016

External Memorandum No. 16-007

To
LSBPSE Owners &
Applicants

From
Fabian P. Blache III
Executive Secretary &
Chief Administrative Officer

CC
FILE

Re
External Memorandum 16-
007
**Change in Fingerprinting
Requirement for Re-
applications**

Purpose:

The practice of re-submitting new fingerprint cards each time an individual re-applies with another employer, is counterintuitive, counterproductive and wasteful. Doing so creates unnecessary work for state licensure analysts, clogs and already stressed Louisiana State Police (LSP) background checking system, and produces a repetition of costs for industry applicants that is unnecessary.

Since May 1, 2011, Automated Fingerprint Identification System (AFIS) processing has accurately and consistently updated criminal background records/history to agencies of record, once a subject's fingerprints have been obtained, scanned and accepted by the LSP.

Intervening arrests, and applications made to other state agencies requiring fingerprint review automatically generate updated background checks to the LSPBSE by default. Our office will receive this information, compare it to the documentation in a subject/applicant's file, and will maintain the updated criminal history record for future use. This does not hinder the efficacy of review already achieved (at the onset) of the background check process.

Effective immediately industry employers and/or security officer applicants must verify *with the LSBPSE* whether or not there is already biometric (fingerprint) background check on file that has been completed **on or after May 1, 2011**. In these cases, there will generally be no need to obtain and reprocess another set of prints.

Moreover, anyone who has had their fingerprints taken and submitted **prior to May 1, 2011** **must have a new set of prints submitted and processed** through our office before the relief outlined above will apply. Additionally, the LSBPSE reserves the right to, at any time, request submission of subsequent fingerprint cards, should the need arise.

FPB/fpb

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