



11.10.2016

LSBPSE Order No. 16-010

To
LSBPSE Companies,
License Holders &
Qualifying Agents

From
Fabian P. Blache III
Executive Director & CAO

CC
FILE & LSBPSE Staff

Re
Interim Order 16-010
Date-stamping of
incoming documents to
the State Board

Purpose:

To expedite processing, reduce unnecessary time-in-motion and proactively move toward our paperless licensure system.

Action:

Effective immediately, the Board will ONLY stamp the incoming coversheet of your company guard registration application and paperwork submissions. Date stamping of COPIES in the LSBPSE font office will no longer be conducted by staff.

Details:

Over the last several years, a practice emerged whereby submission of applications and the accompanying paperwork have arrived in duplicate:

1. Originals for the Board
2. Copies for the security company home office

Explanation:

Due to changes in the audit process and flow, there is no direct benefit to companies or this agency for copies of the paperwork to bare a State Board date stamp. The coversheet and its accompanying date stamp will serve to absolve companies of any discrepancies concerning the timely submission of the requisite paperwork.

Any questions regarding this policy, as issued via this executive order, should be directed to Fabian Blache III at 225-272-2310 Ext. 8.

FPB/fpb

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