



LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

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NOTICE

The Louisiana State Police, Bureau of Criminal Identification and Information, has changed the process for submission of applications for criminal history records (background) checks (CHRck) to an electronic fingerprint-based application service- IdentoGO. LSP is no longer accepting paper applications. Results of CHRck applications electronically submitted can be available to this agency within 48-72 hours after your enrollment appointment.

CRIMINAL HISTORY RECORDS (Background) CHECKS

Applicant/Licensed facilities physically located in Louisiana:

A criminal history records (background) check is required for any individual person(s) who own greater than 10% interest in the applicant/licensee company and the designated responsible party (DRP) individual.

A link to the online-fingerprint application service is available on the Board's website at www.drugboard.La.gov on the Application, Renewal, and License Info Change page links.

INSTRUCTIONS:

- On the Board's website, www.drugboard.LA.gov, lower part of the selected link page (Application, Renewal, or License Info Change), click the red "GET STARTED" button,
- Select the state IN WHICH the applicant/licensee facility IS PHYSICALLY LOCATED from the list provided.
- If CHRck is required, continue by completing the authorization form for CHRck provided and "Submit Form".
- The electronic application vendor utilized by LSP, IdentoGO's application website will open.
- Complete IdentoGO application and schedule appointment.

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States



Don't have access to the Internet? You can still schedule an appointment by calling 844-539-5543.