



State of Louisiana  
DEPARTMENT OF HEALTH AND HOSPITALS  
**Louisiana Physical Therapy Board**  
104 FAIRLANE DRIVE | LAFAYETTE, LOUISIANA 70507  
PHONE 337-262-1043 | FAX 337-262-1054  
WWW.LAPTBOARD.ORG | INFO@LAPTBOARD.ORG

## CRIMINAL BACKGROUND CHECK

**NOTICE:** Effective **October 1, 2016**, the Federal Bureau of Investigation will implement new fees for fingerprint based criminal history checks. The fee to obtain a federal background check will be **reduced** from \$40.75 to **\$38.00** (*state fee is \$26; FBI fee is \$12*). The new fee shall be submitted with each federal background check request postmarked 10/1/16, or thereafter.

Effective January 1, 2016, all new applicants who wish to obtain licensure from the Louisiana Physical Therapy Board (LPTB) are required to furnish a full set of fingerprints to facilitate a national criminal background check. The Louisiana State Police shall report the result of the criminal background check to the LPTB which may use that information to determine the applicant's moral character and suitability for licensing. La R.S. 37:2413.B. authorizes the LPTB to conduct a criminal background check on applicants as a condition for eligibility for registration. It is the responsibility of the applicant to read and understand the instructions below to complete a criminal background check with the Louisiana Department of Public Safety and the Federal Bureau of Investigation (FBI). Criminal background reports generated for or by another agency cannot be accepted to satisfy this requirement. The LPTB is not permitted to issue any license until the results of the report have been received and approved.

### Instructions for Applicants

You have two (2) options in completing the criminal background check:

**Option A: Mail forms, payment, and fingerprint cards to the Louisiana State Police (LSP) Headquarters**

*(This process takes approximately 6-8 weeks, sometimes longer.)*

1. Complete the following two forms in their entirety. Forms must be downloaded from [www.laptboard.org](http://www.laptboard.org).
    - a. **Authorization Form** (signed by the Executive Director of the LPTB)
    - b. **Rap Disclosure Form**
  2. Include a **\$38.00** processing fee (*state fee is \$26; FBI fee is \$12*) in the form of a **cashier check, money order, or business check** (*with pre-printed business name*) made payable to **“Department of Public Safety Louisiana State Police”** or **“DPS LA State police”**.
  3. Include **two (2) current and original Federal Bureau of Investigation (FBI) fingerprint cards** (not previously processed), taken by a local law enforcement agency. Fingerprint cards should be completely filled out to include name, race, sex, date of birth, social security number, place of birth, reason fingerprinted (it should state “license for physical therapy”) and residence of the applicant. If digital (live scan), fingerprint images **MUST** be transferred onto FBI fingerprint cards. Contact your local law enforcement agency for availability of digital (live scan) or ink fingerprinting as well as location, hours of operation, costs, and any other requirements/information associated with fingerprinting.
  4. Mail Authorization form, Rap Disclosure form, two fingerprint cards, and the fee of \$38 to:  
Louisiana State Police  
Bureau of Criminal Identification and Information  
P.O. Box 66614  
Baton Rouge, LA 70896
- DO NOT FOLD, STAPLE OR BEND.**
5. If criminal history is verified, the LPTB will receive a state and/or federal rap sheet. If there is no criminal history on the state or federal level, the response time will be quicker and the results will be sent via email to LPTB.

**Option B: Walk In to Louisiana State Police (LSP) Headquarters**

*(This is the quickest option and takes approximately 2-3 weeks.)*

Applicant must bring the following to the office of Louisiana State Police:

1. Complete the following two forms in their entirety. Forms must be downloaded from [www.lptbboard.org](http://www.lptbboard.org).
  - a. **Authorization Form** (signed by the Executive Director of the LPTB)
  - b. **Rap Disclosure Form**
2. Include a **\$38.00** processing fee (*state fee is \$26; FBI fee is \$12*) in the form of a **cashier check, money order, or business check (with pre-printed business name)** made payable to the **“Department of Public Safety Louisiana State Police” or “DPS LA State police”**. Credit card payments are accepted when paying in person at Louisiana State Police Headquarters. This fee covers a state and federal background check.
3. Include a **\$10.00** fingerprinting fee in the form of a **cashier check, money order, or business check (with pre-printed business name)** made payable to the **“Department of Public Safety Louisiana State Police” or “DPS LA State police”**.  
**TWO SEPARATE FEES ARE REQUIRED**
4. Applicant’s fingerprints will be submitted electronically to both the state and federal level.
5. If criminal history is verified, the LPTB will receive a state and/or federal rap sheet. If there is no criminal history on the state or federal level, the response time will be quicker and the results will be sent via email to LPTB.

**Louisiana State Police contact information:**

Physical Location

7919 Independence Boulevard  
Baton Rouge, LA 70806

Phone Number

(225) 925-6095

Hours of Operation

Monday through Friday  
8:00 a.m. to 4:00 p.m.

**Please Note:** On occasion, fingerprints are rejected. Should this occur, you will be notified by Louisiana Physical Therapy Board. Contacting the State Police regarding the status of your prints will result in a delay in the process.

**Applicants must submit a completed Application for Licensure to the LPTB within 90 days of the LPTB receiving the Criminal Background Check results from the Louisiana State Police. Applicants who submit an application for licensure more than 90 days after the LPTB receives the Criminal Background Check results from the State Police are required to submit another Criminal Record Check packet, which will include a processing fee.**