



LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

12091 Bricksome Avenue, Suite B

Baton Rouge, LA 70816

(225) 295-8567 Fax (225) 295-8568 admin@drugboard.LA.gov www.drugboard.LA.gov

CRIMINAL HISTORY RECORDS CHECK

A CRIMINAL HISTORY RECORD is information collected by state and federal criminal justice agencies on persons consisting of identifiable description and notations of arrests, detentions, indictments, bills of information, or any formal criminal charges and any disposition arising there from. A criminal history record search in accordance with La. R.S. 37:3477 and LAC 46:XXXIV.305.B is required by the Board for all new applicants physically located in Louisiana to include the designated responsible party and any individual owners who owns greater than 10% interest in the applicant company; and for those licensees of previously issued licenses if a new DRP is appointed or if ownership interest of more than 10% has been transferred to a new owner. Conviction of a felony violation of federal or state law may be grounds for denial of or disciplinary action against a license as a distributor of legend drugs or devices.

APPLICATION FOR CRIMINAL HISTORY RECORDS SEARCH

Each qualified person must:

- Sign the Board’s authorization statement below;
- Complete and sign the LA State Police, Bureau of Criminal Identification and Information disclosure authorization form (Form DPSSP 6696) [available on Board’s website];
- Complete LSP, BCII, Applicant Processing-Disclosure form (LSPAPP3/R09.10) [available on Board’s website], and
- Obtain fingerprints card through your local law enforcement office (Form FD-258); see *Public Notice* of your rights regarding national fingerprint-based criminal history record checks available on the Board’s website noted above.

Submit to the Board office (with the license application for new applicants or the DRP qualification review form for new DRP for current licensees) both authorization forms, the processing-disclosure form, and fingerprint card for each qualifying person along with separate payment of processing fees totaling **\$39.25** made payable to the **LOUISIANA DEPARTMENT OF PUBLIC SAFETY** via cashier’s check, business check with pre-printed business name, or money order.

AUTHORIZATION FOR CRIMINAL HISTORY RECORDS SEARCH

By signing and dating this notice, the undersigned individual hereby authorizes the Louisiana Board of Drug and Device Distributors to provide my fingerprint card to the Louisiana Bureau of Criminal Identification and Information of the Office of State Police within the Louisiana Department of Public Safety for submission to the Federal Bureau of Investigation for the generation of a criminal history records report.

I acknowledge receipt of the LA Board of Drug and Device Distributors, *Privacy Statement* for Criminal History Records Checks.

_____ DRP and/or Owner
 Print Individual’s Name

_____ Date
 Signature

New Licensure Applicant Name: _____ App# _____

Current Licensee Name: _____ LA Lic No. _____ Info Change Renewal

BOARD OFFICE USE ONLY:

Date App or DRP Rvw Form Rcvd:	<input type="checkbox"/> Payment Chk/ Enclosed MO#:	ID:	DATE SENT TO LSP:
Required forms attached and complete: <input type="checkbox"/> LSP Disclsr Authrzttn <input type="checkbox"/> CrmnlHist Determinatn <input type="checkbox"/> Fingerprint Cd			DATE RPT RCVD FROM LSP:

LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS
Privacy Statement
For
Criminal History Records Checks

The Louisiana Board of Drug and Device Distributors (Board) is the licensing and regulatory agency for distribution of legend drugs and legend devices into/within the state of Louisiana.

As part of licensure as a distributor of legend drugs or legend devices, the Board requires criminal history records search in accordance with LA Revised Statute 37:3477 and LAC 46:XXXIV.305.B for all new applicants physically located in Louisiana to include any individual owners who own greater than 10% interest in the applicant company and the designated responsible party (DRP); and for current licensees physically located in Louisiana if a new DRP is appointed or if ownership interested of more than 10% has been transferred to a new individual owner(s).

A criminal history record is information collected by state and federal criminal justice agencies on individuals which consists of identifiable description and notations of arrests, detentions, indictments, bills of information, or any formal criminal charges and any disposition arising therefrom.

Information collected by the Board for criminal history record checks consists of, but is not limited to, full name, personal information such as social security number, date of birth, ID or driver's license number, place of birth, as well as identifying feature like weight, height, hair and eye color, and fingerprint card as obtained by applicant from local law enforcement agencies.

Information collected is considered *private and confidential* and will only be submitted by Board to state and federal criminal justice agencies for the purpose of criminal history record data system searches. Results of criminal history records checks received by Board from state and federal criminal justice agencies are held as *private and confidential* and will be used by the Board for the licensure application or licensee change received and will not be shared with any unauthorized individual, company, or agency for any unauthorized use. Results will be stored in a secure storage location.

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INSTRUCTIONS

CRIMINAL HISTORY RECORDS CHECK

1. Criminal History Records Check Board authorization form
 - a. Carefully read the information provided on the form.
 - b. Complete, sign, and date the authorization for criminal history records search section.
2. State Police Authorization to Disclose Criminal History Records Information form (DPSSP 6696) [available on Board's website]
 - a. Complete and sign applicant section (bottom of page).
 - b. Fees for processing criminal history checks:
 - i. Payment of **\$39.25** made payable to the Louisiana Dept of Public Safety by cashier check, business check with pre-printed business name, or money order.
 1. State history check - \$26.
 2. FBI history check - \$13.25.
3. State Police Criminal History Determination form (LSPAPP3) [available on Board's website]
 - a. Complete the name section (center of page).
4. Obtain fingerprints (form FD-258) from your local law enforcement office. *Notes: A valid, picture ID may be required to obtain fingerprints from law enforcement offices; provide a specific reason for the fingerprints on the fingerprint card, such as "For Licensure".*

CHECKLIST

Criminal History Records Check

Have you completed and signed (where applicable) and enclosed the following:

- Board authorization form– Criminal History Records Check
- LA State Police form DPSSP 6696 – Disclosure Authorization
- LA State Police form LSPAPP3 – Criminal History Determination
- Fingerprint card obtained from your local law enforcement office
- Separate payment for the criminal history records processing fee(s) made out to the *Louisiana Dept of Public Safety* in the amount of \$39.25 (\$26 state processing plus \$13.25 FBI processing) via cashier's check, business check with pre-printed business name, or money order only.

Make sure:

- All forms are completed fully and signed where required.
- Fingerprint card is signed, fingerprint imprints on card are clear, and a specific reason is provided on fingerprint card, such as "For Licensure".
- Fee payment is for the correct amount and signed.

If you've checked ALL boxes above, you are ready to submit the criminal history records check documents along with the licensure application or information change form and DRP qualification review form to the:

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Questions or for further information regarding this matter, contact the Board office at:

Phone: 225-295-8567

Email: Admin@drugboard.LA.gov

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A **NOTICE TO APPLICANTS** from the Louisiana State Police, Bureau of Criminal Identification and Information, regarding challenges and corrections of discrepancy in your Louisiana criminal records information as well as the Board's **Privacy Statement for Criminal History Records Checks**, are available for review on the Board's website at www.drugboard.La.gov, *Applications* page, paper form section.