



Louisiana Department of Agriculture & Forestry  
Mike Strain DVM, Commissioner  
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## **LDAF INDUSTRIAL HEMP PROGRAM INSTRUCTIONS FOR COMPLETING STATE AND FEDERAL CRIMINAL BACKGROUND CHECKS**

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- La R.S. 3:1465.D and LAC 7:XIII.1315 require that all industrial hemp applicants, designated responsible parties, and key participants must undergo state and federal criminal background checks and submit fingerprint identification. The resulting certified criminal background check reports must accompany each license application.
- Before a license will be approved, the background check report shall be reviewed by LDAF for applicant eligibility.
- State and federal background checks are required annually for each applicant, designated responsible party and key participant. **State and federal background checks are valid for a maximum of 60 calendar days prior to the date of license application.**
- **State Background Check Procedures**
  1. Download and complete the LSP *Right to Review Authorization* and the *Right to Review Disclosure* forms. The forms can be accessed by clicking [HERE](#).
  2. State background check requests are processed by the Louisiana State Police, Criminal Records Dissemination Section. (LSP)

*LSP, Criminal Records Dissemination Section*  
*7919 Independence Blvd., Baton Rouge, LA 70806*  
*Phone: 225-925-6095*  
*Business hours: M-F 8:00 AM - 3:30 PM Central Time.*  
*Website: <http://www.lsp.org/technical.html#criminal>*
  3. Deliver the completed forms along with acceptable form of payment in person to the LSP.
  4. Submit to fingerprinting and request a set of fingerprint cards to submit to FBI for federal the background check.
  5. Applicants will be given in person their certified *Right to Review* and *State Background Check* which must be submitted to LDAF with application.
- **Federal Background Check Procedures**
  1. Request Fingerprint cards (*Form FD-258*) from LSP.
  2. Visit the FBI Identity History Summary Checks website [HERE](#).
  3. Applicants should choose Option 1 or 3 (*do not choose option 2*) to complete the background check.
  4. Applicant will receive the background check report electronically or by mail, depending on the requested reporting method. The report must be submitted to LDAF with the license application.

**NOTE: Applicant is responsible for providing an official “disposition clarification” from the local Clerk of Court or District Attorney Offices for any reported charges with unknown disposition.**

**All State Criminal Background Check forms and payments must be hand-delivered or mailed to LSP and FBI Background Check forms and payments mailed to FBI. DO NOT SEND THIS INFORMATION AND PAYMENT TO LDAF.**