

# LDAF Industrial Hemp Program

## INSTRUCTIONS FOR COMPLETING STATE AND FEDERAL CRIMINAL BACKGROUND CHECKS FOR INDUSTRIAL HEMP LICENSING

Both state and federal 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>

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

### **STEP 1 - FORMS**

- [Download](#) and completely fill out, in blue or black ink, 1) the *LDAF Background Check Authorization*, and 2) the *Applicant Processing – Disclosure Bureau of Criminal Identification and Information* forms.

### **STEP 2 - FINGERPRINTING**

- Visit the LSP Criminal Records Dissemination Section to have your fingerprints electronically submitted or visit your local law enforcement agency or post office, requesting two (2) sets of fingerprints.
- If fingerprinting locally, mail or hand-deliver both fingerprint cards, the completed forms from Step 1, and the background check fees to the LSP Criminal Records Dissemination Section. Background check fees must be in the form of a Money Order, Cashier's Check or Business Check.

**IMPORTANT NOTE:** It is recommended that you go directly to the LSP for fingerprinting. Local fingerprinting may result in unacceptable prints and cause significant delays in the background check process.

### **Step 3 - Background Check Reports**

- Both state and federal background check reports will be electronically delivered directly to LDAF by LSP. You do not have to submit background check reports with your license application.