

To: Clinical Mental Health Counseling Graduate Students

From: *Susan Thornton*  
Susan Thornton, EdD, LPC-S, NCC, RPT-S, LPP  
Instructor/Clinical Coordinator, Clinical Mental Health Counseling Program

Re: Required Background Check Policy

### **Policy**

Prior to enrollment in Clinical Practicum (RDCO 590), students are required to complete a background check. It is the student's responsibility to complete the necessary documents, pay the required fee and returned the certified copy of your criminal history information record to the Clinical Coordinator of the Clinical Mental Health Counseling Program.

### **Procedure**

To obtain a certified copy of your criminal history information record, pursuant to Louisiana Revised Statute 15:588, Right of Individual Access:

- Complete the Right to Review Authorization Form and Right to Review Disclosure Form.
- Take the completed Right to Review Authorization Form and Right to Review Disclosure Form to Louisiana State Police Headquarters, located at 7919 Independence Boulevard, Baton Rouge, LA 70806.
- Pay the required fee of \$36, by two separate payments in the amount of \$26 and \$10. Acceptable forms of payment include cashier's check, money order or credit card when paying in person at Louisiana State Police Headquarters.
- Undergo the background check/fingerprinting process and wait to receive a certified copy of the criminal history.
- Submit the certified criminal history report to the Clinical Coordinator of the Clinical Mental Health Counseling Program.

# APPLICANT PROCESSING - DISCLOSURE FORM

## Louisiana Bureau of Criminal Identification and Information

P.O. BOX 66614 (Box A-6)  
BATON ROUGE, LA 70896

### RIGHT TO REVIEW

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
DATE OF BIRTH PLACE OF BIRTH RACE SEX WEIGHT  
(STATE)

\_\_\_\_\_  
HEIGHT HAIR COLOR EYE COLOR

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

**DO NOT WRITE BELOW THIS LINE: {For Bureau of Criminal Identification and Information Use Only}**

**NOTICE:** The response to your request for a criminal history check is based on a review of the State of Louisiana's criminal history records database as is available at the time of request. This does not preclude the possible existence of conviction information not available in our database.

### CRIMINAL HISTORY DETERMINATION:

- RAPSHEET ATTACHED
- RESPONSE BELOW

For BOI Office Use Only  
ATN# \_\_\_\_\_  
SID# \_\_\_\_\_  
TIME F/P COMPLETED \_\_\_\_\_  
TIME DESC.COMP \_\_\_\_\_

**FEES**  
**\$10.00 Fingerprint Fee** (if printed at LSP Headquarters)  
**\$26.00 Processing Fee** (required whether printed at LSP Headquarters or when mailing in two fingerprint cards)

# RIGHT TO REVIEW

Louisiana State Police  
Bureau of Criminal Identification and Information  
P.O. Box 66614 - Box A-6  
Baton Rouge, LA 70896

When submitting fingerprints:

In person: two separate money orders, cashier checks, business checks for \$10 and \$26 or a credit card

By mail: include two FBI (form FD-258) fingerprint cards and a \$26 money order, cashier check or business check

**\*\*\*PLEASE TYPE or PRINT\*\*\***

APPLICANTS FULL NAME:

LAST FIRST MIDDLE

STREET ADDRESS: \_\_\_\_\_

COMPLETE STREET ADDRESS TO INCLUDE APARTMENT/LOT #

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DRIVERS LICENSE OR ID NUMBER: \_\_\_\_\_ STATE OF ISSUE: \_\_\_\_\_

RACE: \_\_\_\_\_ SEX: \_\_\_\_\_

APPLICANTS SIGNATURE: \_\_\_\_\_

## AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION

By my signature above, I hereby authorize the Louisiana State Police to release all pertinent criminal record information maintained in their files, other states files, or the FBI files (if applicable ) which may confirm or deny my eligibility with the facility or agency named above. Pursuant to Title 28, C.F.R. Section 16.34, officials making the determination of suitability for licensing or employment shall provide the opportunity to complete, or challenge the accuracy of, the information contained in the state or FBI identification record.

**\*\*Electronically submitted fingerprints obtained at LSP Headquarters after 3:30 will be available for pickup the next business day.**