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LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

12091 Bricksome Avenue, Suite B
Baton Rouge, LA 70816
(225) 295-8567 Fax (225) 295-8568 Lsbwdd@Lsbwdd.org www.Lsbwdd.org

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:XCI.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 through your local law enforcement office (Form FD-258).

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 **$40.75** for each made out 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 authorize 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.

_____ ☐ DRP and/or ☐ Owner

Print Individual's Name

_____ _____

Signature Date

☐ New Applicant- Name: _____ App# _____

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

BOARD OFFICE USE ONLY:

Date App or DRP Rvw Form Rcvd:	☐ Payment Enclosed Chk/ MO#:	ID:	DATE SENT TO LSP:
Required forms attached and complete:	☐ LSP Disclsr Authrztn ☐ CrmnlHist Determinatn ☐ Fingerprint Cd		DATE RPT RCVD FROM LSP: