



LOUISIANA DEPARTMENT OF EDUCATION

September 16, 2016

To: Early Learning Centers

From: Jenna Conway, Assistant Superintendent
Office of Early Childhood

Re: Criminal Background Checks Using LSA Live Scan - Updated Special Hours

The Louisiana Sheriff Offices are open regular business hours to scan a person's fingerprints. Note not all Sheriff Offices are equipped to process electronic fingerprints. Please check with your local Sheriff Office and neighboring parishes. The Louisiana State Police is also diligently processing background checks. In an effort to provide support to the child care industry, the Louisiana State Police Headquarters is temporarily extending its hours, as follows:

Louisiana State Police Office
7919 Independence Blvd
Baton Rouge, LA 70806

Special Hours*:

Monday – Thursday

7:00am-7:00pm **strongly suggest arriving prior to 2pm, however, applicants who sign-up prior to 4:30pm will have their fingerprints processed.

Friday

7:00 am-4:30 pm (applicants may be turned away beginning at 2 pm)

*Note that the above special hours are an exception for those specific days and for this limited circumstance. On Fridays, the Louisiana State Police will assess the volume of people and will have to turn people away once the capacity that can be processed by 4:30pm is reached. This is based on the number of persons – NOT the time of day. This is why we STRONGLY SUGGEST arriving as early as possible.

Be sure to have applicants obtain receipts from the Sheriff's Office where the fingerprints are processed.

Louisiana Believes