

Louisiana State Board of Examiners of Psychologists (LSBEP)

Important Information for Completing Your CRIMINAL BACKGROUND CHECK

Information will be sent to you via the email address you have provided to the LSBEP on your completed application form upon receipt of your Notarized Application for Licensure or Registration containing your acknowledgement and understanding of your privacy rights and the authority and intended use of your Criminal History Records Information (CHRI) by the board.

DO NOT accept instructions from any other source on completing your Criminal Background Check for the LSBEP.

DO NOT initiate a Criminal Background Check for the LSBEP prior to receiving acknowledgement from the board that your application has been received.

PLEASE BE ADVISED that LSBEP is strictly prohibited from storing CHRI for an individual who has not made proper application with this board. If the LSBEP receives the results of a Criminal Background Check before you have made application with the LSBEP, federal and state oversight agencies require LSBEP staff to immediately destroy your background check results and report the occurrence. **As a result, you will be required to complete the background check process again once an application is received, which will require resubmission of all applicable fees.**