How to obtain a Criminal Background Check for Licensure or Registration with the Louisiana State Board of Examiners of Psychologists (LSBEP)

The Louisiana State Police has NEW procedures for capturing your fingerprints for the purpose of conducting a Criminal Background Check for and reporting your Criminal History Records Information to the LSBEP for licensure or registration.

To initiate this process:

1. Visit https://uenroll.identogo.com
2. Enter the Service Code unique to LSBEP: 2 7 N 3 V K
   (DO NOT use this code for any other purpose, it is unique to the LSBEP)
3. After you have entered the correct Service Code, you will find yourself in LSBEP’s interface where you will be able to locate your closest enrollment center; schedule your appointment, and find information on what you are required to bring with you to your appointment.
4. If you do not have access to the internet, schedule an appointment by calling 844-539-5543.
5. Once you have completed your enrollment:
   a. Report to your site on the date of your appointment.
   b. Bring required identification and acceptable payment.
   c. Your fingerprints will be captured by a scanner
   d. You will be required to render payment by credit/debit card or Check/money order.
      i. Fees are payable by the applicant or registrant to IDEMIA or IDENTOGO
      ii. State and Federal background check fee Up to $60.75
   e. You will be asked to read and sign the approved disclosure as well as any necessary credit card authorization.
   f. LSBEP will receive the results of your background check via an FBI Compliant two-factor authentication, secure web-based application.

6. OUT-OF-STATE Applicants will be offered two options for fingerprinting. Additional fees apply. (State and Federal background check fee up to $60.75)
   a. IF YOU DO NOT RESIDE IN A STATE WITH IDEMIA/INDENTIGO OPTION you will need to obtain FBI (FD-258) fingerprint cards from your local law enforcement agency that provides rolled prints. See Section 1 of the Louisiana Non-Resident Processing Instructions.
   b. IF YOU RESIDE IN A STATE THAT HAS IDEMIA/INDENTIGO SERVICES you may register for a live scan. See Section 2 of the Louisiana Non-Resident Processing Instructions. Note that an additional $39.99 convenience fee will be charged in addition to the background check fee.

7. If your employer requires a RIGHT TO REVIEW, IdentoGo does not currently offer this service. There is an option to indicate the need for a Right to Review on your Application. LSBEP will mail you the proper packet with instructions and forms.
Card scan processing is available for those applicants residing outside of Louisiana. In order to complete the process, applicants must complete the following steps.

1. Obtain fingerprints on FBI (FD-258) fingerprint card and complete the personal information fields on fingerprint card.
2. Pre-enroll for cardscan submission at UEnroll.identogo.com. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency or during the pre-enrollment process. For further instructions, each applicant should contact their employer or agency contacts for those details.

Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process for non-resident cardscan. For an alternate process, we also offer out-of-state livescan processing at select locations throughout the United States. Please see Section 2 for further details.
SECTION 1. Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards

1. Visit http://uenroll.identogo.com and enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the GO button.

Please check with your agency, contributor, employer, or licensing administrator for specific information about Service Codes.
2. The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click ‘Continue’ to proceed to the next page.

3. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.

4. Pay for your service using an Authorization Code or Credit Card. If the Service is Auto-Billed to your Agency, payment will not be required.
5. Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 and submit this page along with your fingerprint card for processing to the address listed on the form. An example of the final screen is shown below.
Section 2 - Directions for Out-of-State Livescan Processing

1. Visit [http://uenroll.identogo.com](http://uenroll.identogo.com) and enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the GO button.

Please check with your agency, contributor, employer, or licensing administrator for specific information about Service Codes.
2. The next screen is where you can select ‘Submit a Fingerprint Card by Mail’.

You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click ‘Continue’ to proceed to the next page.

3. The next few screens will collect essential information such as name, date of birth, etc. You will need to complete the required information to progress.
4. Once you arrive on the below screen, you will need to click ‘Yes’ on “Would you like to locate the IdentoGO Enrollment Center nearest you?” question. This will allow you to proceed with viewing the closest IdentoGO Enrollment Center to you.

5. Continue the registration process by clicking on the Next button. You will continue to provide essential information such as height, weight, address, etc.

6. Once you arrive at the Location screen, you can enter your zip code and click on Search to find the nearest IdentoGO Enrollment Center to you.
7. If you wish to proceed with scheduling an appointment at the nearest IdentoGO Enrollment Center, select the Enrollment Center and proceed with scheduling. If there is not an Enrollment Center in your area, you can click on the option to ‘Mail a Fingerprint Card’.

Selecting ‘Mail a Fingerprint Card’ will route you to the payment collection screen and provide you with your fingerprint card submission confirmation page. (See Section 1 above for further details and instructions.)
8. If you choose an Enrollment Center, you will then select a date and time for your appointment. Once you have selected your appointment details, you will then be routed to your appointment confirmation page. Please note that there is an additional fee for utilizing the Out-of-State LiveScan submission process.