

IN STATE APPLICANT INSTRUCTIONS FOR SUBMITTING CRIMINAL BACKGROUND CHECK TO THE ATC

Pursuant to R.S. 26:80 and 26:280, In order to determine the suitability of an applicant, the office of alcohol and tobacco control shall require members of a partnership recognized by Louisiana law, the officers and directors of a corporation, the stockholders of a corporation, and members of a limited liability company owning more than five percent of such a corporation or company, to furnish to the office of alcohol and tobacco control a full set of fingerprints to enable a criminal background investigation to be conducted. The office of state police is authorized to submit the fingerprints to the F.B.I. for a national criminal history background check. **To complete this process, follow the instructions below**

- 1. Visit https://uenroll.identogo.com/ to begin the scheduling process.
- 2. Select, "Schedule or manage appointment.

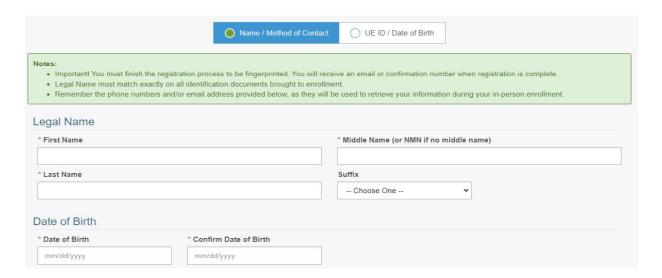


3. Enter ATC Service Code **27KB44**. This code is required to proceed.

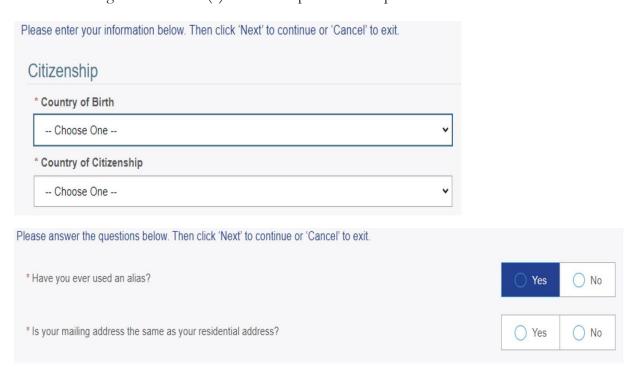




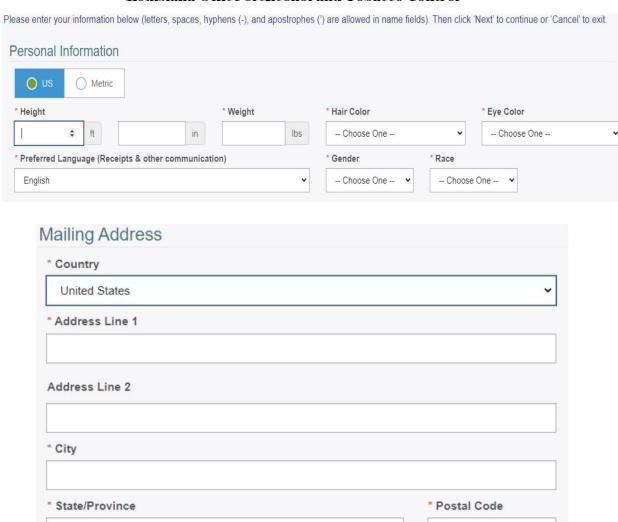
4. On the next page, enter the requested information. It is important that the information entered matched the form of ID that will be presented at the time of the finger print appointment.



5. Continue through the next five (5) screen and provide all required information.

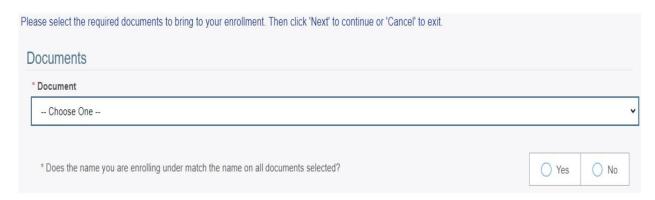






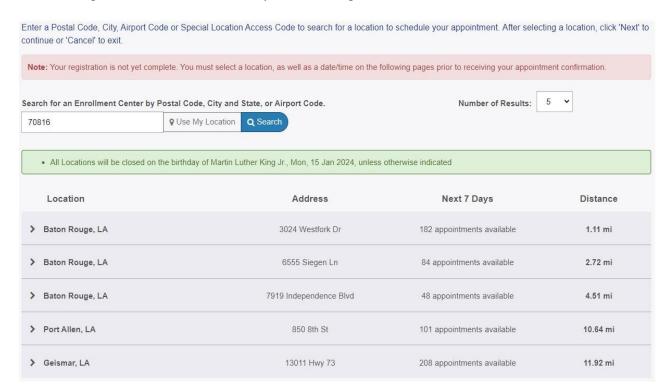
6. Select the type of identification documents that you will bring to your enrollment.

-- Choose One --

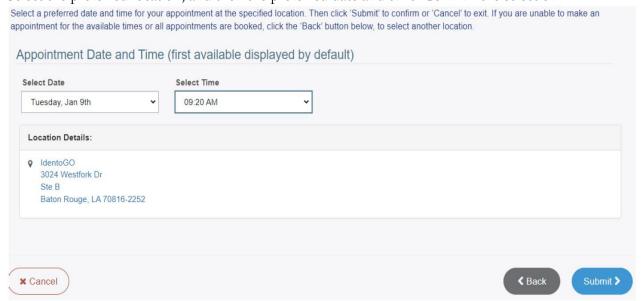




7. You will be prompted to enter you zip code. By entering your zip code (or the zip code of the location of where you would like to have your fingerprint completed), you will be provided the five closest print sites. Also the "Use My Location" option is also available.



8. Select the preferred location, and then the preferred date and time. Confirm the selection.



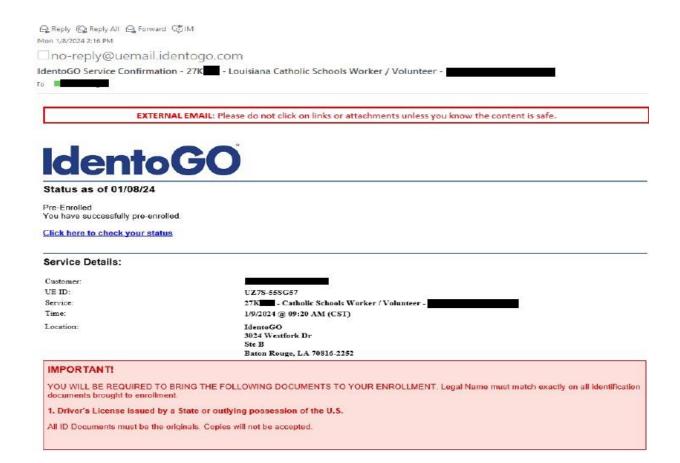


9. Once confirmed, Applicant will view a confirmation page summarizing the details which will also provide the estimate payment amount due. Payment is due at the time of service and cannot be paid online. See below fees, which are subject to change.

State Only
State and Federal
State Only Hard Card Fingerprint Submission
State and Federal Hard Card Submission
Out of State Livescan

Up to \$47.50
Up to \$60.75
Up to \$42.50 *Out of state applicant*
Up to \$55.75 *Out of state applicant*
Same as above plus additional \$39.99
convenience fee.

- 10. The applicant will receive an email with the confirmation page. The confirmation page will summarize the details and provide the estimated payment amount. (Payment is due at the time of service and cannot be paid online.)
- 11. The enrollment is completed and the applicant just needs to bring the ID indicated previously and a form of payment to the appointment.





NOTE: Applicant's email address is required and must be accurate. IdentoGO will communicate directly with the applicant via email. If there are any issues with the report request or if the fingerprints are not accepted, the applicant will have 30 days to complete the re-fingerprinting without an additional fee/charge**

Important Points:

ATC should receive results within 72 hours. This will decrease the LSP processing and wait time for criminal history report results as well as ATC application processing time that are delayed due to criminal history submission. Applicants are recommended to complete the process before or at the same time as submission of application to the ATC. If ATC does not receive confirmation of completion of process, the application may denied or withheld until completed. Additional time will be necessary to allow the ATC to process the criminal history report as well as the license application submitted by the applicant. ATC will not accept criminal history report directly from applicant.

FOR INSTRUCTIONS: SEE DOCUMENT "LAPS – IdentoGO APPOINTMENT SCHEDULING GUIDE.