

Right to Review Procedures: To receive a certified copy of your Rap Sheet

**BY MAIL:**

1. Complete a Rap Disclosure form and Authorization form. Forms are available online at [lsp.org](http://lsp.org) under “Forms and Applications”
2. Include a \$26 processing fee in the form of a money order, cashier’s check or business check, made payable to Department of Public Safety.
3. Include a current original fingerprint card (not previously processed) on a FBI Applicant Fingerprint Card taken by a local law enforcement agency and bearing your name, race, sex, date of birth, social security number, place of birth, reason fingerprinted (should state: “Right to Review”) and residence of applicant (address). Contact local law enforcement agencies to determine the fee that may be required for fingerprinting.
4. Mail Authorization form, Rap Disclosure form, fee and fingerprints to: Louisiana State Police  
Bureau of Criminal Identification and Information  
P.O. Box 66614, Mail Slip A-6,  
Baton Rouge, LA 70896.
5. Individual will receive a certified copy of their Criminal History Rapsheet by mail. This process takes approx 14-21 days from time of receipt.

**WALK IN:**

1. Complete a Rap Disclosure form and Authorization form. Forms are available online at [lsp.org](http://lsp.org) under “Forms and Applications”
2. Bring a \$26 processing fee in the form of a money order, cashier’s check or business check, made payable to Department of Public Safety.
3. Bring a \$10 fingerprinting fee in the form a money order, cashier’s check or business check made payable to Department of Public safety. Fingerprints will be scanned electronically and submitted while individual waits.

**\*\*\* THESE ARE TWO SEPARATE FEES \*\*\***

4. Individual will receive a certified copy of their Criminal History Rapsheet before they leave. This process takes approx 20 min from the time an individual is fingerprinted.
5. Our building is location at: 7919 Independence Blvd  
Baton Rouge, La 70806  
Hours of operation are 8:00 am to 4:00 pm Monday thru Friday