



## 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.





## Louisiana Office of Alcohol and Tobacco Control

- 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.

Name / Method of Contact     UE ID / Date of Birth

**Notes:**

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

### Legal Name

<p>* First Name</p> <input type="text"/>	<p>* Middle Name (or NMN if no middle name)</p> <input type="text"/>
<p>* Last Name</p> <input type="text"/>	<p>Suffix</p> <input type="text" value="-- Choose One --"/>

### Date of Birth

<p>* Date of Birth</p> <input type="text" value="mm/dd/yyyy"/>	<p>* Confirm Date of Birth</p> <input type="text" value="mm/dd/yyyy"/>
--	--

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

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

### Citizenship

<p>* Country of Birth</p> <input type="text" value="-- Choose One --"/>
<p>* Country of Citizenship</p> <input type="text" value="-- Choose One --"/>

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

<p>* Have you ever used an alias?</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>* Is your mailing address the same as your residential address?</p>	<input type="radio"/> Yes <input type="radio"/> No



## Louisiana Office of Alcohol and Tobacco Control

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

### Personal Information

US  Metric

\* Height  ft  in  \* Weight  lbs \* Hair Color -- Choose One -- \* Eye Color -- Choose One --

\* Preferred Language (Receipts & other communication) English \* Gender -- Choose One -- \* Race -- Choose One --

### Mailing Address

\* Country United States

\* Address Line 1

Address Line 2

\* City

\* State/Province -- Choose One -- \* Postal Code

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

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

### Documents

\* Document -- Choose One --

\* Does the name you are enrolling under match the name on all documents selected?  Yes  No



## Louisiana Office of Alcohol and Tobacco Control

- You will be prompted to enter your 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.

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

**Note:** Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

Number of Results: 5

70816

Use My Location

Search

- All Locations will be closed on the birthday of Martin Luther King Jr., Mon, 15 Jan 2024, unless otherwise indicated

Location	Address	Next 7 Days	Distance
> Baton Rouge, LA	3024 Westfork Dr	182 appointments available	1.11 mi
> Baton Rouge, LA	6555 Siegen Ln	84 appointments available	2.72 mi
> Baton Rouge, LA	7919 Independence Blvd	48 appointments available	4.51 mi
> Port Allen, LA	850 8th St	101 appointments available	10.64 mi
> Geismar, LA	13011 Hwy 73	208 appointments available	11.92 mi

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

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

### Appointment Date and Time (first available displayed by default)

Select Date

Tuesday, Jan 9th

Select Time

09:20 AM

Location Details:

Identigo  
3024 Westfork Dr  
Ste B  
Baton Rouge, LA 70816-2252

Cancel

Back

Submit



Louisiana Office of Alcohol and Tobacco Control

- 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.

Table with 2 columns: Service Type and Fee Amount. Rows include State Only, State and Federal, State Only Hard Card Fingerprint Submission, State and Federal Hard Card Submission, and Out of State Livescan.

- 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.

Reply, Reply All, Forward, IM
Mon: 1/8/2024 2:16 PM

no-reply@uemail.identogo.com

IdentoGO Service Confirmation - 27K - Louisiana Catholic Schools Worker / Volunteer -

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.



Status as of 01/08/24

Pre-Enrolled
You have successfully pre-enrolled.

Click here to check your status

Service Details:

Customer:
UE ID: UZ78-55SG57
Service: 27K - Catholic Schools Worker / Volunteer -
Time: 1/9/2024 @ 09:20 AM (CST)
Location: Identogo
3024 Westfork Dr
Ste B
Baton Rouge, LA 70816-2252

IMPORTANT!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT. Legal Name must match exactly on all identification documents brought to enrollment.
1. Driver's License issued by a State or outlying possession of the U.S.
All ID Documents must be the originals. Copies will not be accepted.



## **Louisiana Office of Alcohol and Tobacco Control**

**NOTE:** Applicant's email address is required and must be accurate. IdentGO 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 be 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 – IdentGO APPOINTMENT SCHEDULING GUIDE."**