

State of Louisiana
Office of Alcohol and Tobacco Control

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GOVERNOR



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April 17, 2024

ATC NOTICE: SUITABILITY SUBMISSION
Change to Criminal Background History Request Process

Effective April 17, 2024, the Office of Alcohol and Tobacco Control (“ATC”) will begin utilizing the new Louisiana State Police (LSP) criminal history request and reporting system (LAPS). Pursuant to R.S. 26:80 and 26:280, in order to determine the suitability of an applicant, it is required all applicants, its officers, members, owners, directors, and any person owning in aggregate more than 5% have a state and federal criminal background investigation be conducted. In lieu of submitting to the ATC a full set of fingerprints and background fees, Applicants will be able schedule an appointment online at <https://uenroll.identogo.com> and visit one of approximately 57 sites located throughout the state as well as many sites across the United States to complete fingerprinting and submission. During scheduling, it is required to enter in **ATC Service Code (27KB44)** to proceed with registration. Once scheduling is completed, applicants will have fingerprints conducted at one of these sites. The ATC will receive confirmation when the applicant has completed this process and will also be notified of the results within 72 hours.

Applicants should complete the background check prior to or within one week of submission of an alcohol application to the ATC. Failure to complete the background request may result in processing delays of the application and possible denial of the application until such time the ATC received the confirmation and result of the criminal history request. For detailed instructions on the new criminal background process, please visit our website at www.atc.louisiana.gov.

Any criminal history report requests submitted on paper form in person or by mail postmarked after April 30, 2024 will not be accepted. Submission after April 30th will be rejected or mailed back to applicant which may further delay the application processing time. Any application submitted to the ATC on or after May 1, 2024 shall be required to complete the criminal history request through registration with Identigo with ATC Service Code.

Please direct all questions regarding the fingerprint and criminal history report process need to Identigo/Idemia. All other questions related to your application or licensing should be directed to ATC.

ATC remains committed to supporting all businesses through improving our permitting process, reducing processing time, and providing customer service. Businesses and individuals who have questions may contact the agency for guidance by emailing ATC-Attorneys@atc.la.gov