



Louisiana Office of Alcohol and Tobacco Control

CONSENT TO CRIMINAL HISTORY RECORD CHECK & REVIEW OF PRIVACY STATEMENT

The Office of Alcohol and Tobacco Control (“ATC”) is the licensing and regulatory administrative agency for the sale and/ or service of alcohol, tobacco and consumable hemp products into or within the state of Louisiana.

As part of licensure of new applicants or certain new individuals associated with permits, the ATC requires criminal history records search in accordance with Louisiana Revised Statute 26:80 and 26:280 for all new applicants including any officer, director, partner, and any owner, member, stockholder or shareholder who owns in aggregate more than 5%. An individual who has previously submitted a criminal history report to the ATC within 5 years from the date of application is not required to resubmit. To complete the criminal history records request, the applicant is required to submit the fingerprints to the Louisiana Bureau of Criminal Identification and Information - Louisiana Criminal Justice Systems (BCII-LCJIS), and the Federal Bureau of Investigation. Submission of fingerprints will result in checks of state and federal (FBI) checks.

Information collected is considered private and confidential and will only be submitted by ATC to state and federal criminal justice agencies for the purpose of criminal history record data system searches. Results of criminal history records checks received by ATC from state and federal criminal justice agencies are held as private and confidential and will be used by the ATC for the permit application or permit change received and will not be shared with any unauthorized individual, company, or agency for any unauthorized use. Results will be stored in a secure storage location.

Discrepancies on your Louisiana record can be challenged and corrected by contacting the Louisiana Bureau of Criminal Identification and Information at 7919 Independence Blvd., Baton Rouge, LA 70806, or by calling the BCII-LCJIS at (225) 925-6095. Additional information is available from the LSP.org website at <https://lsp.org/about/leadershipsections/support/bcii/fingerprints-and-background-checks/>. You will need the Authorization and Disclosure Forms associated with the Right to Review Process.

Discrepancies on records from the FBI or relating to another state can be challenged through the FBI. Information, including that listed below, can be found at their website at <https://www.fbi.gov/>. The FBI offers three methods for requesting your FBI Identification Record or proof that a record does not exist. Information on each option can be found at: <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks>.

1. First Name, Last Name:	2. Maiden Name, if applicable:
3. Social Security Number:	
4. Date of Birth:	
5. Owner/Trade Name of Business:	
6. Business Address:	
7. ATC File number (if applicable)	

I hereby attest that the above information is true and accurate and that I am certifying that I am applying for an alcoholic beverage permit with the ATC. I have received and reviewed the privacy statement and have submitted my fingerprints to authorize the Louisiana State Police to release all pertinent criminal record information maintained in their files, other states files, or the FBI files (if applicable) which may confirm or deny my eligibility or suitability for a permit. Pursuant to Title 28, C.F.R., Section 16.34, officials making the determination of suitability for licensing or employment shall provide the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. I understand that failure to consent to the criminal history/back ground check timely may result in processing delays and up to denial of any application.

Print Name

Date

Signature

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. 1 These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.



Office of Alcohol and Tobacco Control -USE ONLY

Fingerprint Service Code Form

Service Name: Alcohol and Tobacco License


To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

27KB44

*Service Code is unique to your hiring/licensing agency. **Do not use this code for another purpose.***

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- ↗ Driver's License issued by a State or outlying possession of the U.S.
- ↗ Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ↗ Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- ↗ Enhanced Driver's License (EDL)
- ↗ Commercial Driver's License issued by a State or outlying possession of the U.S.
- ↗ Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ↗ ID card issued by a federal, state, or local government agency or by a Territory of the United States
- ↗ Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- ↗ Department of Defense Common Access Card
- ↗ Uniformed Services Identification Card (Form DD-1172-2)
- ↗ U.S. Military Identification Card
- ↗ U.S. Coastguard Merchant Mariner Card
- ↗ Military Dependent's Identification Card
- ↗ U.S. Passport
- ↗ Foreign passport
- ↗ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- ↗ Employment Authorization Card/Document (I-766) that contains a photograph
- ↗ Canadian Driver's License
- ↗ Foreign Driver's License (Mexico and Canada Only)
- ↗ U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

 Don't have access to the Internet? You can still schedule an appointment by calling 844-539-5543.