

LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS  
Office of Motor Vehicles

FINGERPRINT BACKGROUND CHECK INSTRUCTIONS

The Louisiana Child Protection Act requires you to submit fingerprints for a background check. Please take this letter *along with the completed attached forms* to your local law enforcement agency or State Police Headquarters, 7919 Independence Blvd., Baton Rouge to be fingerprinted. Two sets of fingerprints are required.

State Police Headquarters will charge a \$10 fee (money order, cashier's check or company check only) to be fingerprinted. We have no knowledge of the fee charged by other law enforcement agencies.

Mail the two sets of fingerprints, \$26 fee (money order or cashier's check only and made payable to LA Department of Public Safety) and the completed attached forms to:

Office of Motor Vehicles  
Attention: Training and Certification Unit  
P. O. Box 64886  
Baton Rouge, LA 70896

If you have any questions feel free to contact our office.

Training and Certification Unit  
Office of Motor Vehicles  
225-925-1795  
225-925-2869

[LADrivingSchools@dps.la.gov](mailto:LADrivingSchools@dps.la.gov)