

Details on New Fingerprint-Based Criminal History Review

IMPORTANT NOTICE

EFFECTIVE – MONDAY, JULY 3, 2023

In accordance with Act 553 of the 2022 Regular Session of the Louisiana Legislature, the Louisiana Real Estate Commission (“Commission”) and the Louisiana Real Estate License Law (La. R.S. 37:1430 *et seq*) require that all initial license and reinstatement applicants shall complete a fingerprint-based criminal history review conducted by the Louisiana State Police Bureau of Criminal Identification and Information (“LSP Bureau”) prior to licensure.

Once completed, the following items shall be submitted to the LSP Bureau:

- A completed [Background Check Authorization Form](#)
- A completed [Rapsheet Disclosure](#)
- Fingerprinting fee (\$10.00) OR fingerprinting card (if not being processed by LSP Bureau)
- Background check fee (\$39.95)

(Please note: Any fees paid to the LSP Bureau using a check/money order must be presented separately. One check/money order for the background check fee and one check/money order for the fingerprinting fee).

Who Should Complete the Fingerprint-Based Criminal History Review?

All initial license applicants, current licensees upgrading to a broker license, and applicants requesting reinstatement will need to complete the fingerprint-based criminal history review process. Current licensees, active or inactive, WILL NOT need to complete this process to maintain their license. Additionally, initial license applicants who have already performed a background check through ClearBox will not need to complete this process unless their background check expires prior to them obtaining a license.

Additional Details

Please note that the fingerprint-based criminal history review constitutes only a part of the initial license application process. The Commission strongly recommends that all applicants review the pre-licensing checklists available on the Commission’s website for more information: www.lrec.gov/criminal-history-review-FAQs. The Commission will continue to deliver relevant updates regarding these matters. Stay tuned!

Don’t Miss Important Updates

Please ensure that your contact information on record with the Commission is updated and accurate, including your primary email address! Update your contact information by visiting your *MyLREC Portal* and selecting the *“Update Contact Information”* tab on the sidebar.

Please contact the Commission at info@lrec.gov with any questions regarding this notice.