

Application for Criminal History Determination



You may apply at any time to obtain a determination regarding your criminal history before enrollment or completing training or education.

How to Complete an Application for Criminal History Determination:

- Create a personal account at <https://labems.ldh.la.gov>
 - [Click here to learn how to create a personal account](#)
- Apply for an Initial License
 - Complete the application as necessary.
 - For the License Level: Select “Student (non-licensed)”
 - For the Affiliation: Select “in-state agency and select “EMS Certification Commission”
 - Note: There is no fee for a “student (non-licensed)” application
 - Upload all required documents as noted below
 - Submit the application for review.

What to Disclose In Your Application for Criminal History Determination

It is important to disclose all charges. Any omissions, either intentional or unintentional, may **invalidate** a Determination. A charge dismissed after successful completion of a plea in abeyance may not appear on most background checks. Passing previous background checks does not mean your background is clear.

The following types of criminal incidents usually must be reported:

- Any arrests, or issued a Summons or Ticket, charged, indicted, or issued a Bill of Information for a criminal offense
- any active or pending criminal offense or actions
- any misdemeanor criminal offense or actions, in any jurisdiction
- any felony criminal offense or actions, in any jurisdiction

The following attachments must be uploaded into the EMS application through the Bureau of EMS Information Management System:

- A letter to the EMS Certification Commission, which includes a detailed list of each instance where you were arrested, issued a Summons, charged, indicted, or issued a Bill of Information for a criminal

offense. For each listed instance, you must provide a brief statement of facts concerning the incident and the disposition (outcome). Your statement should include all relevant dates, including, as applicable, arrest date, conviction date, anticipated trial date, release date from prison, and/or release date from probation/parole). The statement must be dated and signed by the applicant.

- You must include copies of court records and/or other documentation showing the disposition of each listed instance.
- You must provide a Louisiana State Police (LSP) and Federal Bureau of Investigation (FBI) fingerprint-based criminal background report from the Louisiana State Police Criminal Bureau of Identification and Information Headquarters. The criminal history report must be dated 30 days prior to the application submission.

Please note:

- *The term “criminal offense” means any act, whether misdemeanor or felony, punishable by municipal, state, or federal law. The term does not include traffic violations i.e. speeding, red light, expired license, etc. Note that Driving Under the Influence (DUI) and Driving While Intoxicated (DWI) are NOT considered traffic violations.*
- *You must provide criminal offense information regardless of any subsequent dismissal, failure to prosecute, Nolle prosequi, dropped charges, pretrial intervention, deferred adjudication, expungement, or pardon.*
- *You must disclose each charge, plea, or conviction, even if it was later held in abeyance, diverted, reduced, expunged, or dismissed through a plea agreement.*
- *You must disclose motor vehicle offenses such as driving while impaired or intoxicated. However, you do not need to disclose minor traffic offenses such as parking or speeding violations.*
- *Incomplete applications will not be reviewed until all requested information is received.*

EMS Certification Commission Review and Decision

Upon receiving a complete Application for Criminal History Determination, a review will be conducted of all of the information submitted. You may also be asked for additional information and it may be required that you come before the EMS Certification Commission for a hearing. Upon determination, a letter identifying whether the criminal history you have submitted for review would, or would not, approve you for obtaining the license, even if you completed all other licensing requirements.

Please note:

- ***Determination will be based solely on the information that you provide with your application.*** Any intentional or unintentional misrepresentations or omissions may influence the determination.
- *If you later apply for a license, you may be subject to a new review of your criminal history. If you have received a favorable determination. However, note that licensing decisions may be impacted by a change in Louisiana statutes, rules, or policies governing the license, or because of the discovery of additional information not previously known to the Bureau of EMS.*