

Instructions to Request a Criminal History Report For

In-State Applicants

1. Visit <http://uenroll.identogo.com> and enter your 6-character Service Code assigned to the Bureau of EMS **27N4S2** then click the **GO** button. You **must** enter this code when registering. If you fail to enter the code, you will not be able to proceed.
2. On the next screen, select “**Schedule or Manage an Appointment.**” Enter the requested information and select an appointment at an office location and time that is convenient for you. Enter required information and then select a date, time, and location for your appointment.
3. When you arrive at the Identogo office, your identity will be verified and your fingerprints obtained via the Livescan technology.



4. You are required to pay Identogo at the time of service. Applicants may pay by credit/debit card, check or money order. Checks can be made out to either IDEMIA or IDENTOGO.
5. Once you have completed the appointment, the fingerprints are electronically submitted to Louisiana State Police (LSP) and the criminal history report request will be processed.
6. LSP will send the results via a secure interface within approximately 3 days to the Bureau of EMS.

7. The fee for State and Federal Livescan is \$60.75. (\$55.75 for the report. If the fingerprint site is a sheriff's office, there is an additional \$5.00 fee. ****The Bureau of EMS requires a state and federal criminal history report.****

8. Occasionally the fingerprints are unclear and are rejected by the FBI and LSP's system. If this occurs, you will receive an email from Identogo/Idemia letting you know that you must reschedule an appointment and be fingerprinted again. You must use the link provided in the email to reschedule another appointment within 30 days to avoid being charged again for the fingerprinting service.

9. This new system is easy to use, however **if you have any questions, please call Identogo for assistance or to schedule an appointment at 1-844-539-5543, 6:00 am – 6:00 pm.**



Emergency Medical Services (BEMS) -USE ONLY

Fingerprint Service Code Form

Service Name: Bureau of Emergency Medical Services (BEMS)

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

27N4S2

*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.