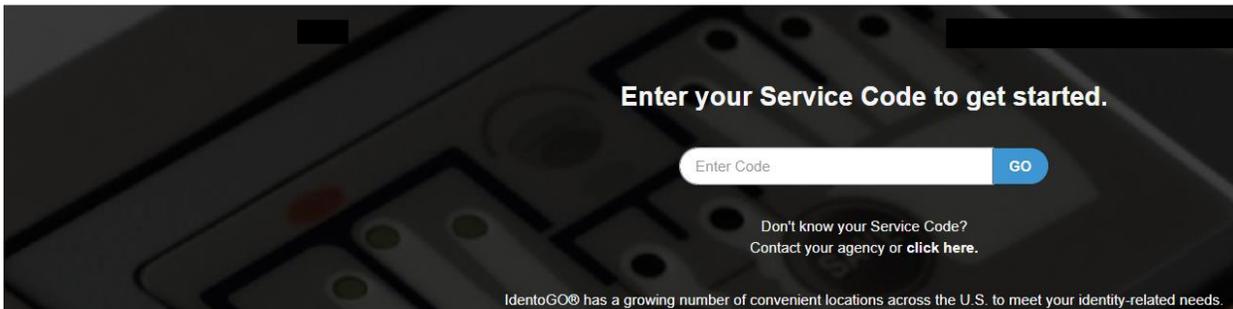


Louisiana Right to Review Fingerprint Appointment Scheduling

1. Visit <https://uenroll.identogo.com/> to begin the scheduling process.
2. Enter the six digit service code.
 - a. **27N3ZZ** - Emailed Right to Review - This option will deliver a secure link to an email that will provide a one-time access to the criminal history which can be printed. It will be marked "True Copy" at the top of the first page and the bottom of the last page and will have one of our employee's digital signature.
 - b. **27N4RK** - Printed copy of Right to Review - This option will queue up in our system and our staff will print a copy and mail it to the requestor. It will be stamped "True Copy" and will be signed by one of our employees. It will also have a raised state seal. There are certain instances where agencies like the Secretary of State require printed copies with raised seals and this option will satisfy that requirement.



3. Select, "Schedule or manage appointment"



4. On the next page, enter the requested information. It is important that the information entered matches the form of ID that will be presented at the time of the fingerprint appointment.

Name / Method of Contact UE ID / Date of Birth

Notes:

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name

* Middle Name (or NMN if no middle name)

* Last Name

Suffix

Date of Birth

* Date of Birth

* Confirm Date of Birth

5. If the applicant selected the emailed version, create a security question and answer. This will be used to access your criminal history when you receive the emailed link.

27N3ZZ - Louisiana Louisiana State Police Right to Review

Essential Info **Additional Info** Citizenship

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Agency Identifiers

*** Create a security question**

Once your background check is complete, you will be prompted with this question in order to access your unofficial criminal history information

*** Enter an answer for your security question**

You will have to supply this answer to your question to access your unofficial criminal history information when complete. Access to this report is one-time use only, with only three attempts allowed to enter this answer correctly. Please remember or store this answer safely to use later. No other person will have access to this answer to retrieve.

6. Continue through five more screens and enter the requested information.

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

*** Country of Birth**

*** Country of Citizenship**

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

*** Have you ever used an alias?** Yes No

*** Is your mailing address the same as your residential address?** Yes No

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Personal Information

US Metric

*** Height** ft in

*** Weight** lbs

*** Hair Color**

*** Eye Color**

*** Preferred Language (Receipts & other communication)**

*** Gender**

*** Race**

Mailing Address

* Country
 United States

* Address Line 1

Address Line 2

* City

* State/Province
 -- Choose One --

* Postal Code

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document
 -- Choose One --

* Does the name you are enrolling under match the name on all documents selected?

Yes No

7. Enter zip code (or the zip code of the location of where you would like to be printed) to show the five closest print sites. The “Use My Location” option is also available.

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

Number of Results: 5

70816 Use My Location

All Locations will be closed on the birthday of Martin Luther King Jr., Mon, 15 Jan 2024, unless otherwise indicated

Location	Address	Next 7 Days	Distance
> Baton Rouge, LA	3024 Westfork Dr	182 appointments available	1.11 mi
> Baton Rouge, LA	6555 Siegen Ln	84 appointments available	2.72 mi
> Baton Rouge, LA	7919 Independence Blvd	48 appointments available	4.51 mi
> Port Allen, LA	850 8th St	101 appointments available	10.64 mi
> Geismar, LA	13011 Hwy 73	208 appointments available	11.92 mi

8. Select a location and hit next. On the next page select the date and time to schedule your appointment.

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date

Tuesday, Jan 9th

Select Time

09:20 AM

Location Details:

IdentoGO
 3024 Westfork Dr
 Ste B
 Baton Rouge, LA 70816-2252

9. The confirmation page will summarize the details and provide the estimated payment amount. (Payment is due at the time of service and cannot be paid online).

27N3ZZ - Louisiana Louisiana State Police Right to Review [Print Status](#)

Status as of 05/28/2024

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date: 05/28/2024
UE ID: UZ7S-5FR6BQ
Applicant: John Smath
Service: 27N3ZZ - Louisiana State Police Right to Review
Estimated Amount Due: \$42.50

We accept the following methods of payment:
Authorization Code, Business Check, Money Order, Credit Card 

Card holder must be present at the time of payment.
Cash will not be accepted.

Important!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.
Legal Name must match exactly on all identification documents brought to enrollment.
1. Driver's License issued by a State or outlying possession of the U.S.
All ID Documents must be the originals. Copies will not be accepted.

27N3ZZ - Louisiana Louisiana State Police Right to Review Appointment Details:

Baton Rouge, LA Appointment Time:
Louisiana State Police 06/11/2024 @ 9:00 AM
7919 Independence Blvd
Baton Rouge, LA 70806 Located within the Louisiana State Police Office
[View Map](#)

Please provide 24 hours notice when canceling/rescheduling an appointment.

[Cancel Appointment](#) [Reschedule Appointment](#)

[Done](#)

10. The applicant will receive an email with the confirmation page.

[Reply](#) [Reply All](#) [Forward](#) [IM](#)
Mon 1/8/2024 2:16 PM

no-reply@uemail.identogo.com

IdentoGO Service Confirmation - 27K [REDACTED] - Louisiana Catholic Schools Worker / Volunteer - [REDACTED]

to [REDACTED]

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

IdentoGO

Status as of 01/08/24

Pre-Enrolled
You have successfully pre-enrolled.
[Click here to check your status](#)

Service Details:

Customer: [REDACTED]
UE ID: UZ7S-55SG57
Service: 27K [REDACTED] - Catholic Schools Worker / Volunteer - [REDACTED]
Time: 1/9/2024 @ 09:20 AM (CST)
Location: Identogo
3024 Westfork Dr
Ste B
Baton Rouge, LA 70816-2252

IMPORTANT!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT. Legal Name must match exactly on all identification documents brought to enrollment.
1. Driver's License issued by a State or outlying possession of the U.S.
All ID Documents must be the originals. Copies will not be accepted.

11. The enrollment is completed and the applicant needs to bring the form of ID indicated during the enrollment and a form of payment to the appointment.
12. Once the emailed version of the Right to Review is processed, the applicant will receive an email allowing them to access their Louisiana criminal history report. **The report is only accessible once via this link so the applicant should print the return if they need it for future use. Once the report is accessed the link will no longer work.**

From: TSC (TEST) <status@dev.flexcheck.us.idemia.io>
Sent: Wednesday, April 24, 2024 11:30 AM
To: [REDACTED]
Subject: FP Search Results Available

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Dear [REDACTED]

This email notice is being sent by the Louisiana Applicant Processing System (LAPS) to notify you that the results of your fingerprint based criminal history record check are ready for review. You may access this result letter securely by clicking on the link included below. Once you have logged in (by using the Security Answer you entered during your preenrollment), you will only have one chance to access your results. Failed attempts to log in or failure to print or save your results will NOT allow additional opportunities for access.

Please note this link is available for ONE time access only, and once accessed will no longer be valid. You should only access this link from a device that will allow you to download, print, or save your results at that time.

<https://la.flexcheck.us.idemia.io/LAPSPortal/LAPSPortal.dll/main?cmd=pdocq&docs=E5636620350037D734716510460&dran=5606940&aac=wYe2qfYHsY0>



LAPS Coordinator
Louisiana Department of Public Safety and Corrections
Louisiana State Police Criminal Records
P.O. Box 66614 Mail Slip A-6, Baton Rouge, LA 70896