

Contact Information:

Caddo Parish Sheriff's Office
Criminal Records/Permits
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The purpose of Civil Live Scan:



The Caddo Sheriff's Civil Live Scan System allows private employers, state agencies, and other entities to submit an applicant's fingerprints to the Federal Bureau of Investigations and the Louisiana Department of Public Safety (DPS) for the purpose of positively identifying prospective employees or agents. Background checks on individuals determine if an applicant is eligible to hold positions involving children, the elderly, and/or the disabled. It also verifies if the applicant is currently wanted, has an arrest record, or has been convicted of stalking or other domestic violence offenses. Additionally, it will show if the applicant is a convicted sex offender.



Businesses using Live Scan must first be registered through DPS. Businesses are also required to use the Live Scan agency [user manual](#) to set up user privileges in the Civil Inquiry Network. Contact Alan Davis with the Louisiana Sheriff's Association at (225) 214-0018 to activate your account.

Benefits of using Live Scan:

- Digitally captures fingerprints for electronic submission resulting in fast and positive identification of an applicant.
- No more messy ink prints.
- Convenient and easy to use for employers.
- All information is confidential. No criminal record is seen by anyone other than the registered employer.
- Background check results usually obtained within 24 hours, as opposed to weeks or months.
- Background check results on an individual can be viewed and printed by the employer on a secure website. Results will also be mailed directly to the employer from Louisiana Department of Public Safety.
- Employer can set day for applicant to be scanned at his/her convenience.

The cost associated with Live Scan is \$41.00 - \$60.25 per individual, which could possibly include:

- **FBI Background Check (\$19.25)**
- **Louisiana State Police background check (\$26)**
- **Caddo Sheriff's Office processing (\$10)**
- **Louisiana Sheriff's Association (\$5)**
(Hardware maintenance and business account setup)

Live Scan is mandated by the Department of Public Safety for the following business:

Type of Agency	FBI checks required	Criminal History Results
ALCOHOL BEVERAGE CONTROL	YES	Non-investigative
ALCOHOL BEVERAGE ORDINANCE	NO	Non-investigative
COURT ORDERED ADOPTIONS	YES	Complete w/Expungements
CHILD PROTECTION APPLICANTS-DAYCARES, ADOPTIONS,CASA,ECT.	NO	Complete w/Expungements
LA JUVENILE DETENTION CENTERS	NO	Complete w/Expungements
LA OFFICE OF COMMUNITY SERVICES-FOSTER PARENT/ADOPTION	OPTIONAL	Complete w/Expungements
LA OFFICE OF COMMUNITY SERVICES-ABUSE/NEGLECT	OPTIONAL	Complete w/Expungements
LA OFFICE OF COMMUNITY SERVICES-PARENTS/CUSTODY	OPTIONAL	Complete w/Expungements
LA OFFICE OF COMMUNITY SERVICES-PERSONNEL	YES	Complete w/Expungements
LA OFFICE OF COMMUNITY SERVICES-CARETAKER	OPTIONAL	Complete w/Expungements
SCHOOL BOARDS	YES	Complete w/Expungements
EMPLOYERS-CONVICTIONS ONLY	NO	<i>CONVICTIONS ONLY</i>
FIREMAN	OPTIONAL	Non-investigative
LA STATE FIRE MARSHAL	OPTIONAL	Non-investigative
HEALTH CARE PROVIDERS	NO	Complete w/Expungements w/Special Conditions
LA DEPT OF HEALTH	NO	<i>CONVICTIONS ONLY</i>
STATE BOARD OF DENTISTRY	YES	Complete w/Expungements
STATE BOARD OF MEDICAL EXAMINERS	YES	Complete w/Expungements
LA STATE BOARD OF PHARMACY	YES	Non-investigative
LA STATE BOARD OF NURSING HOME ADMINISTRATORS	YES	Non-investigative
STATE BOARD OF RIVERBOAT PILOT COMMISSIONERS	NO	Non-investigative
LA DEPT OF LABOR	NO	Non-investigative
LA STATE BAR ASSOCIATION	NO	Non-investigative
LA MANUFACTURED HOUSING COMMISSION	NO	<i>CONVICTIONS ONLY</i>
LA PUBLIC HOUSING AUTHORITY	NO	<i>CONVICTIONS ONLY</i>
LA USED MOTOR VEHICLE COMMISSION	NO	Non-investigative

STATE BOARD OF PRACTICAL NURSES	NO	Complete w/Expungements
POST SECONDARY EDUCATION- CONVICTIONS ONLY	OPTIONAL	<i>CONVICTIONS ONLY</i>
STATE BOARD OF PSYCHOLOGY	YES	Complete w/Expungements
LA OFFICE OF MOTOR VEHICLES-PUBLIC TAG AGENTS	NO	Non-investigative
RELIGIOUS ACTIVIST	NO	Non-investigative
STATE BOARD OF REGISTERED NURSES	YES	Complete w/Expungements
TAXI PERMITS	NO	Non-investigative
BD OF SOCIAL WORK EXAMINERS	YES	Complete w/Expungements
PHYSICAL THERAPY BOARD	YES	Non-investigative

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<https://civilscan.laccie.net>