

COMPLETE PAGE 2 - NOTIFICATION FORM

This is to provide Background Research Solutions, LLC (BRS) notification that you intend to dispute information that is contained in your criminal history record that was obtained from the database maintained by the Louisiana State Police.

SUBMIT THE NOTIFICATION FORM

The form can be sent to us via email, fax, or U.S. mail. Once received, Background Research Solutions, LLC will notify the company / agency that requested your criminal history record you are intending to conduct a right of review with the Louisiana State Police to dispute information in the report.

Email: apply2check@br-solutions.net

Fax: 877-993-0661

Phone: 800-948-0015

(Mon - Fri: 8am - 5pm CST)

Mailing Address:

Background Research Solutions, LLC.

P.O. Box 3083

Slidell, LA 70459

This is provided for informational purposes only and to assist you. BRS assumes no responsibility for you to request and to conduct this dispute process for yourself. BRS has no authority to correct your Louisiana State Police Criminal History Record.

How To Dispute Information Contained On A Louisiana State Police Criminal History Record

1 GOVERNING STATUTE

In accordance with LA Revised Statute 15:588 Right of Individual Access, disputed criminal history record information must be conducted directly with the Louisiana State Police.

LA R.S. 15:588 - The bureau shall adopt rules and regulations which provide a means for any individual, his authorized representative, or his attorney if he is physically incapable of appearing at the bureau, to view, obtain a certified copy, make notes, and administratively challenge the accuracy and contents of his personal criminal history information record and to seek corrections.

2 RIGHT TO REVIEW

To begin and to possibly expedite the process contact the Louisiana State Police, you may be required to travel to Baton Rouge in person.

Louisiana State Police Headquarters
Louisiana Bureau of Criminal Identification and Information
7919 Independence Blvd
Baton Rouge, LA 70806
225-925-6006

Notification Form

This is for BRS notification only and is not used for any dispute process with the Louisiana State Police.

Your Full Legal Name

Date of Birth

Last 4 of SSN

Address (the physical address used to run your check)

City

State

Zip Code

Employer Who Ran the Check (optional)

Date of the Background Check

Explain Your Concern(s) Regarding Your Criminal History Record Obtained from the Louisiana State Police Database (please be as precise as possible)

If you have any supporting documentation please send along with this form to Background Research Solutions, LLC for our records.