



## LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

12091 Bricksome Avenue, Suite B

Baton Rouge, LA 70816

(225) 295-8567 Fax (225) 295-8568 admin@drugboard.LA.gov www.drugboard.LA.gov

### CRIMINAL HISTORY RECORDS CHECK

A CRIMINAL HISTORY RECORD is information collected by state and federal criminal justice agencies on persons consisting of identifiable description and notations of arrests, detentions, indictments, bills of information, or any formal criminal charges and any disposition arising there from. A criminal history record search in accordance with La. R.S. 37:3477 and LAC 46:XXXIV.305.B is required by the Board for all new applicants physically located in Louisiana to include the designated responsible party and any individual owners who owns greater than 10% interest in the applicant company; and for those licensees of previously issued licenses if a new DRP is appointed or if ownership interest of more than 10% has been transferred to a new owner. Conviction of a felony violation of federal or state law may be grounds for denial of or disciplinary action against a license as a distributor of legend drugs or devices.

#### APPLICATION FOR CRIMINAL HISTORY RECORDS SEARCH

Each qualified person must sign the Board's authorization statement below and submit this form to the Board office with the appropriate license application, annual renewal, and information change request, when applicable.

#### AUTHORIZATION FOR CRIMINAL HISTORY RECORDS SEARCH

By signing and dating this notice, the undersigned individual hereby authorizes the Louisiana Board of Drug and Device Distributors to obtain criminal history records check information through the Louisiana Bureau of Criminal Identification and Information of the Office of State Police within the Louisiana Department of Public Safety and as provided by the Federal Bureau of Investigation.

☐ I acknowledge receipt of the LA Board of Drug and Device Distributors, *Privacy Statement* for Criminal History Records Checks.

\_\_\_\_\_

☐ DRP and/or ☐ Owner

Print Individual's Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

☐ New Licensure Application- Company Name: \_\_\_\_\_ App# \_\_\_\_\_

☐ Current Licensee Company Name: \_\_\_\_\_ LA Lic No. \_\_\_\_\_ ☐ Info Change ☐ Renewal

#### BOARD OFFICE USE ONLY:

Date App, Rnwl, Info Chg Rcvd:	Date Notice Rcv Fingerprints Taken:	Date Rslt Rpt Rcvd:
Notes:	VALID THROUGH:	

**LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS**

**Privacy Statement**

**For**

**Criminal History Records Checks**

The Louisiana Board of Drug and Device Distributors (Board) is the licensing and regulatory agency for distribution of legend drugs and legend devices into/within the state of Louisiana.

As part of licensure as a distributor of legend drugs or legend devices, the Board requires criminal history records search in accordance with LA Revised Statute 37:3477 and LAC 46:XXXIV.305.B for all new applicants physically located in Louisiana to include any individual owners who own greater than 10% interest in the applicant company and the designated responsible party (DRP); and for current licensees physically located in Louisiana if a new DRP is appointed or if ownership interested of more than 10% has been transferred to a new individual owner(s).

A criminal history record is information collected by state and federal criminal justice agencies on individuals which consists of identifiable description and notations of arrests, detentions, indictments, bills of information, or any formal criminal charges and any disposition arising therefrom.

Information collected by the Board for criminal history record checks consists of, but is not limited to, full name, personal information such as social security number, date of birth, ID or driver's license number, place of birth, as well as identifying feature like weight, height, hair and eye color, and fingerprint card as obtained by applicant from local law enforcement agencies.

Information collected is considered *private and confidential* and will only be submitted by Board to state and federal criminal justice agencies for the purpose of criminal history record data system searches. Results of criminal history records checks received by Board from state and federal criminal justice agencies are held as *private and confidential* and will be used by the Board for the licensure application or licensee change received and will not be shared with any unauthorized individual, company, or agency for any unauthorized use. Results will be stored in a secure storage location.

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