

LSP CJIS CVVP FAQs

Can a law enforcement agency require additional background checks beyond the fingerprint-based background check performed by LSP?

Yes. The CJIS Vendor Vetting Program ensures the minimum national fingerprint-based background check required by FBI-CJIS standards is performed, but a law enforcement agency may have a more restrictive policy.

Do all employees working for a CJIS vendor need to undergo a fingerprint-based background check?

No. A CJIS vendor may have other facets of their business which are separate from their CJIS business. However, all vendor employees with responsibilities for configuring systems and networks with direct access to CJI, as well as employees with physical and/or logical access to CJI must also undergo a fingerprint-based background check. This may include the same type of support personnel as are fingerprinted within the law enforcement agency including human resources staff, janitorial staff, and others.

Why would a vendor employee be shown as “Denied” or “Not Authorized”?

Upon receipt of fingerprints, they are processed by the FBI and LSP. New vendor personnel background checks will display a cleared date in CJIS Online when the background results have been reviewed. If after 10 business days a vendor accesses CJIS Online and does not see a cleared date listed for certain personnel, the Vendor Administrator may contact the LSP CJIS Centralized Vendor Vetting Program Team for more information (LSP.VendorVetting@la.gov).

Disqualifying Criteria:

The CJIS Security Policy governs the Louisiana State Police's decision-making process when evaluating vendor employees for access to criminal justice information (CJI) and participation in the Vendor Management Program. [Section 5.12.1.2.4-5](#) of the policy states that:

"A Contractor employee found to have a criminal record consisting of felony conviction(s) shall be disqualified. [...] Applicants shall also be disqualified on the basis of confirmations that arrest warrants are outstanding for such applicants."

If a felony conviction and/or outstanding arrest warrant is discovered for a Vendor Management Program applicant, the Vendor Administrator will be notified that the applicant is not authorized to participate in the program and shall not have physical, logical, or situational access to criminal justice data. Under CJIS Security Policy section 5.12.1.2.3, the denial of access can be appealed to the LSP.

If **any** criminal record is found and a final disposition is not present, the LSP will deny the individual CJI access and the applicant will be declared ineligible for the program.

Please note: while an applicant may qualify for the Vendor Management Program, individual criminal justice agencies reserve the right to conduct further background investigations into contracted personnel and impose more stringent criteria for accessing their facilities and/or data.

For more information, please contact the LSP CJIS Centralized Vendor Vetting Program Team at LSP.VendorVetting@la.gov.

My Company is not Louisiana-based, or there are no fingerprint stations in the LSP CVVP that are near me. How do I submit fingerprints?

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All out of state vendors must submit hard fingerprint cards as there is no mechanism to submit electronically.

We are a company who has worked with several Louisiana criminal justice agencies already. Do our employees need to be re-fingerprinted for this program?

Yes. In the past, criminal justice agencies have had individuals from private companies fingerprinted under the agency's Originating Agency Identifier (ORI). In order to make the fingerprint status available to all criminal justice agencies in Louisiana, the vendor employees will need to be re-fingerprinted under the CJIS assigned LA Office of Technology Services (OTS) ORI.

For more information, please contact the LSP CJIS Centralized Vendor Vetting Program (CVVP) team at LSP.VendorVetting@la.gov.