




LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS
PUBLIC SAFETY SERVICES



OFFICE OF STATE FIRE MARSHAL

LICENSING MEMORANDUM 1-2025

DATE: April 9, 2025
TO: Property Protection Contracting and Pyrotechnic Industry
FROM: David McClintock – Director of Licensing
APPROVED: 
RE: Criminal Background Checks for Licensure

The Office of the State Fire Marshall (OSFM) Special Services Section is amending the process and procedures regarding criminal background checks pursuant to RS 40:1664.8 for applicants seeking licensure for a property protection endorsement. This memorandum replaces, in its entirety, those procedures established in Licensing Memorandum 6-2024.

Effective 04/09/2025 the OSFM will continue to conduct background checks through IndentoGo subject to the following:

The OSFM will authorize applicants, through the respective firm, to initiate the background process once the application packet is complete.

Application Packet

Firms must submit the complete application packet to the Licensing Division, through the Information Management System (IMS), for each individual applicant. To be considered complete, the application packet shall:

- A completed individual application, to include the applicant’s signature.
- A photo of the applicant’s driver’s license or other acceptable form of government identification.
- A photo of the individual (not the image on the driver’s license).
- All appropriate certifications required for the endorsement sought.

Approval to Proceed with Criminal Background Check

Firms may only direct the applicant to begin their criminal background check after approval from OSFM has been received. All OSFM approvals will be:

- Forwarded by the OSFM Licensing Division through the IMS email system.
- Will include the individual applicants name, and
- That the firm is has the approval to “proceed” with the criminal background check.

Revised Individual Application

The Employee Application is being modified to incorporate the existing language into a clear acknowledgement/waiver for signature by those applicants seeking a property protection endorsement. The new application is available for download on the OSFM website and is identified as the [LSPP Individual - Employee Application](#).

We appreciate the support of the industry as we continually work to ensure our property protection licensure program is efficient and effective. Questions may be directed to David McClintock at 225-406-8068 or via email, at david.mcclintock@la.gov, or Ms. Theresa Powell at 225-925-6513.