



Finger Printing Instructions

PSI is offering Fingerprinting Services for the Louisiana Department of Insurance. You may walk in during the designated times listed below. It will be on a first come, first serve basis. You cannot schedule an appointment.

The Fingerprinting Fee is \$39.25. (This fee of \$39.25 must be paid with VISA, MasterCard, Company check, money order, or cashier's check ONLY.)

Note: The Fingerprint images will be transmitted electronically to the Louisiana State Police and the Federal Bureau of Investigation (FBI). The results are returned directly to the Louisiana Department of Insurance.

*****Candidates must wear a mask while fingerprint. If you do not have a mask, you will be turned away*****

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, fingerprinting will not be available. You may check the status of the site's schedule by calling (855) 579-4644.

Please note: you can get fingerprinted immediately upon finishing the examination. These hours are recommended for candidates that are walking in just to get fingerprints taken.

Baton Rouge

Monday thru Friday 10am-2pm

Dates Closed 2023:

April 6-10
May 26, 29 and 30
July 3 and 5
September 1, 4, 5
Nov 23 - 25
Dec. 20 - Dec 31

10099 N. Reiger Rd
Baton Rouge, LA 70809

From I-10 East: Take EXIT 163 toward LA-3246/Siegen Lane. Turn slight left to take the LA-3246 N/Siegen Lane ramp. Take the 1st left onto Siegen Lane/LA-3246 N. Turn left onto N. Reiger Road.

10099 N. Reiger Road is on the right.

From I-10 West: Merge onto Siegen Lane/LA-3246 N via EXIT 163. 2. Take 1st left onto N. Reiger Road. 10099 N. Reiger Road is on the right.

Lafayette

Wednesday's from 9am-12n & 1pm-3:30pm

Acadian Aviation Testing Center
123 Grissom Road
Lafayette, LA 70504

I-10- Evangeline Thruway, Left on Surry. Right on Grissom. Go to end of rd. Turn right into parking lot of Landmark Aviation. Entrance to Acadian Aviation Testing Centre will be on right side of building next to the steps and ramp.

From LA 90-Turn right on Surry. Right on Grissom. Go to end of rd turn right into parking lot of Landmark Aviation. Entrance to Acadian Aviation Testing Centre will be on right side of building next to steps and ramp.

Lake Charles

Monday-Friday 9am - 2:30pm

Sulphur - Safety Council of SW Louisiana-Sulphur Training Ctr
3621 E. Napoleon St
Sulphur, LA 70663

From US-10 exit to LA-90 Napoleon St. The Testing Center is Located inside of the Safety Council of Southwest Louisiana. The building is next to the Shell station on the corner of N. Cities Service Hwy and E. Napoleon St.

Metairie

Mon and Tue 9:30am to 12pm; 2pm to 3pm

2750 Lake Villa Drive
NY II Bldg, Suite 202
Metairie, LA 70002

From I-10E towards Metairie, take the Veterans Blvd exit (Exit #225) and bear right at Veterans Blvd. Turn right at Clearview Parkway. Bear left and head towards North Service Road West. Continue on North Service Road West and turn left on Lake Villa Drive. We are in the 3 story building on the right at the end of Lake Villa Drive and the I-10 Service Road.

From I-10W towards Metairie, take the Clearview Parkway exit (Exit #226) to Huey Long Bridge. Turn right onto the Service Road West ramp. Bear right at North Service Road West. Turn left at Lake Villa Drive. We are in the 3 story building on the right at the end of Lake Villa Drive and the I-10 Service Road.

Monroe - Pentecost Properties

Monday thru Friday 11am to 12pm **Upon arrival please call Janet at 318-355-9721 for building access.**

Univ of Louisiana-401 Bayou DR-Stubbs Hall-RM 206
Monroe, LA 71209

From I-20 East/West: Take 165 N to Desiard St/US-80E. Follow signs for Univ of LA/Monroe. Turn Right on Desiard St at light. Turn left on Bayou Dr at light. Turn left into parking area. 1st Building - Stubbs Hall.

From 165 N: Keep right at fork to go on Sterlington Rd/LA-3275 just after Main post office. Turn left on Desiard St/US-80 East. Turn left on Bayou Dr at light. Turn left into parking area. 1st building. Stubbs hall.

From 165 S: Take Desiard St/US-80E. Turn right on Desiard St at light. Turn left on Bayou Dr at light. Turn left into parking area. 1st Bldg. Stubbs Hall

Shreveport

Monday thru Friday 9:30am-11am; Tuesday and Thursday 2pm-4pm

910 Pierremont Rd, Suite 216
Shreveport, LA 71106

From I-49 S: Use the right 2 lanes to take exit 203 for Pierremont road/Hollywood Ave. Use the left 2 lanes to turn left onto Pierremont Rd. Continue straight to stay on Pierremont Rd. Turn left onto Fairfield Ave. Turn right at the first cross street onto Southfield Rd. This will take you into the parking lot of the Pierremont Office Park. 910 Pierremont is the building on the left.

Pineville

Monday thru Friday 9am-11am & 1pm-3pm

Flightline Air Service
200 Lake Buhlow Rd
Pineville, LA 71360

If you are using a GPS, please enter Flightline Air Service not the address, entering the address will not bring you here! From I-49 North or South: take Exit 86 toward US-165 N / US-71 N (MacArthur Dr.), come to a traffic light and pass Real Deal Marina on your left, drive about ½ mile. Take a right onto Airport Rd (green sign says Pineville Airport), follow until the road dead ends at the airport. From US-165 or US-71 South: cross over the newly constructed bridge, Buhlow Lake will be on your right. Take a right at Airport Rd (green sign says Pineville Airport) follow until the road dead ends at the airport. If you pass Real Deal Marina (on the right) or reach the traffic light, you've gone too far. The testing center is located inside the Pineville Municipal Airport.