

Louisiana State Licensing Board for Contractors – Self-Reporting Form

Pursuant to La. R.S. 37:2156.2(B)(2), persons licensed by the Board are required to self-report certain events that may affect their licensure status. This form is used to report any criminal, civil, or administrative actions instituted or pending in any jurisdiction against or involving the licensee or any principal of the licensee. These actions include arrests, criminal charges or convictions, administrative or disciplinary actions by another regulatory authority, civil judgments, and bankruptcy.

§2156.2(B) A licensee shall have a continuing duty to provide written notification to the board within thirty calendar days of both of the following:

(1) Any change to the information provided in the original application or any amendments thereto.

(2) Any criminal, civil, or administrative actions instituted or pending in any jurisdiction against or involving the licensee or any principal of the licensee.

Instructions: Complete all sections. Attach additional pages and supporting documentation if necessary. Submit the completed form to Licensing@lslbc.gov

Section 1 – Licensee Information

Full Legal Name: _____

Date of Birth: _____

License/Qualified Party Number(s): _____

Licensee: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Section 2 – Reportable Event Type

- Arrest
- Criminal Charge
- Criminal Conviction or Guilty Plea
- Administrative Action by Another Licensing Board or Agency
- Professional Discipline in Another Jurisdiction
- Civil Judgment or Lien
- Bankruptcy
- No Contest/Nolo Contendre
- Other Reportable Event: _____

Section 3 – Incident Information

Date of Incident or Action: _____

City/State Where Incident Occurred: _____

Court / Agency Name: _____

Case, Citation, or Docket Number (if known): _____

Detailed Description of the Incident or Action:

Section 4 – Status of Case or Proceeding

- Pending
- Dismissed
- Resolved – No Finding of Violation
- Conviction / Judgment Entered
- Settlement or Consent Order
- Other Outcome: _____

Provide additional details regarding the outcome or current status:

Section 5 – Supporting Documentation

Attach copies of any available documentation, including but not limited to: court records, police reports, charging documents, administrative orders, disciplinary decisions, settlement agreements, or consent orders.

Section 6 – Acknowledgment

I understand that Louisiana licensed contractors are required by law to report certain events to the Louisiana State Licensing Board for Contractors. Failure to report a required event, providing false information, or omitting material facts may constitute grounds for disciplinary action.

Section 7 – Certification

I certify that the information provided in this report is true, accurate, and complete to the best of my knowledge.

Signature: _____

Printed Name: _____

Date: _____