

Attach with paper clip two (2) passport sized color photographs of head and shoulders. Photos must be of "passport quality". Print your name on the back of the photo. Photo shall be taken within the last six months.

Application for License as Home Inspector

LA. STATE BOARD OF HOME INSPECTORS

5211 Essen Lane Suite 9
Baton Rouge, LA 70809
225.248.1334
Official use only: LOG# _____

HOME INSPECTOR LICENSING REQUIREMENTS: A home inspector's license is issued to an individual only and will not be issued to a business or corporation.

Applicant shall present evidence to the Board that they have:

- (1) satisfactorily completed at least 130 hours of required home inspection training course with a training provider approved by the Board, and
- (2) passed the Board approved licensing examination.
- (3) attended the Board approved Standards of Practice and Report Writing Seminar
- (4) obtained insurance (\$300,000 per year errors and omissions; maximum deductible \$5000 & \$300,000 per year general liability; maximum deductible \$5000)

I. PERSONAL INFORMATION:

Name: ___ Mr. ___ Ms. _____
Last Name First Name Middle or Maiden Name

Home Address: _____
Street or P.O. Box City State Zip Code

Home Phone: (____) _____ e-mail address: _____

Social Security No.: _____ Age: _____ Date of Birth: _____

Driver's License No.: _____ State Issued: _____

Name of High School or GED School: _____

City: _____ State: _____ Year Graduated: _____

Please list your residence address for the last three years if different from the address above (Attach additional pages if needed)

II. BUSINESS/EMPLOYMENT INFORMATION:

Name of business/employer: _____

Business Address: _____
Street or P.O. Box City State Zip Code

Business Phone: (____) _____ e-mail address _____

Date business established: _____ Incorporated? _____ YES _____ NO _____

III. REQUIRED EDUCATION/TRAINING:

List the Board approved provider with whom you completed the required 90 hours of classroom education:

Name: _____ Address: _____

Telephone number: (____) _____

Number of classroom credit hours received: _____ Date completed: _____

Attach copies of both LIVE and PLATFORM training forms and certificates provided by your Board approved In-field Trainer. Forms must be completed and signed by the In-field Trainer.

Attach copies of your NHIE Exam results.

Attach copy of you Certificate of Attendance for the Standards of Practice and Report Writing Seminar.

IV. LICENSES: (Attach additional pages if needed)

List all occupational and/or professional licenses which you currently hold.

Name of licensing agency: _____ Type of license: _____

License No.: _____ State: _____ Issue date: _____ Expiration date: _____

License status: Active Inactive Expired Revoked

Name of licensing agency: _____ Type of license: _____

License No.: _____ State: _____ Issue date: _____ Expiration date: _____

License status: Active Inactive Expired Revoked

V. LEGAL REQUIREMENTS:

Have you ever been denied a license or had a license suspended or revoked by an occupational or professional licensing board in Louisiana or any other State? YES NO

Have you ever been fined, reprimanded, or disciplined by an occupational or professional licensing board in Louisiana or any other State? YES NO

Are charges pending against you with any licensing board? YES NO

If you answered "yes" to any of the above, provide a complete written explanation, and attached a copy of the licensing board's complaint and decision.

Have you ever been charged with, convicted of or pled guilty or nolo contendere to any crime involving moral turpitude, or are such charged pending against you? YES NO

ALL applicants must complete and submit a Criminal Background Report (see forms at the end of the application)

VI. APPLICATION FEE:

The filing fee for this application for license as home inspector is \$200.00 and this fee must be remitted with this application. The fee is non-refundable. All requirements must be successfully met within one (1) year from the date this application is processed.

The application fee is payable only by check or money order made payable to the Louisiana State Board of Home Inspectors. Do not send cash.

Mail the completed application, the required attachments, and the application fee to the following address:

Louisiana State Board of Home Inspectors
5211 Essen Lane Suite 9
Baton Rouge LA 70809

VII. INSURANCE: ERRORS and OMISSIONS and GENERAL LIABILITY INSURANCE ARE REQUIRED.

YOUR LICENSE WILL NOT BE ISSUED UNTIL CERTIFICATES OF INSURANCE ARE RECEIVED.

_____ I WILL PROVIDE MY OWN INSURANCE POLICIES WITH THE CERTIFICATES SHOWING LIMITS OF COVERAGE AND DEDUCTIBLE SUBMITTED DIRECTLY TO THE BOARD BY THE INSURANCE CARRIER OR AGENT. I GUARANTEE THESE POLICIES ARE AND WILL REMAIN IN FORCE DURING THE ACTIVE STATUS OF MY LICENSE.

VIII. CERTIFICATION OF APPLICANT:

I, the undersigned, in making this application to the Louisiana State Board of Home Inspectors for a license as a home inspector under the provisions of the Revised Statutes of Louisiana, swear and affirm that:

I am the applicant named herein;

All of the information provided herein is true and correct to the best of my knowledge and belief;

I understand that any omission, inaccuracy, or incomplete disclosure may be deemed sufficient reason to deny licensure or to withhold renewal of my license; and could result in the suspension or revocation of my license by the Board;

I have read and subscribe to the "Standards of Practice" and the "Code of Ethics" of the Louisiana State Board of Home Inspectors, and agree that a violation of any of these rules by me is justifiable cause for revocation of my license.

I further authorize all law enforcement agencies and officials thereof to release to the Louisiana State Board of Home Inspectors any criminal history record or information pertaining to me.

Signature of Applicant

Date

NOTARY PUBLIC

Parish/County of _____ State: _____

Sworn to and subscribed before me this _____ day of _____, 20____.(AFFIX SEAL)

Printed Name of Notary Public

Signature of Notary Public

My Commission Expires _____

LOUISIANA STATE BOARD OF HOME INSPECTORS

LICENSE APPLICATION INSTRUCTIONS

Please type or print all information. You may use the following instructions as a checklist.

Attach two (2) recent passport size, color photos of your head and shoulders with a paper clip (do not staple) to the application form. Print your full name on the back of each photo. Photos must be of "passport" quality and taken within six (6) months of submission of your application.

Box I. PERSONAL INFORMATION:

Fill in all personal information. Licenses are only issued to individuals and not to companies or corporation(s) performing home inspection services. List all legal residential addresses for the last three (3) years, if difference from above, including your physical address, city, state and zip code (post office boxes are not an acceptable place of residence). If the address is a rental property, include the name and address of the landlord. Attach additional pages if necessary.

Box II. BUSINESS/EMPLOYMENT INFORMATION:

Fill in all business/employment information.

Box III. REQUIRED EDUCATION / TRAINING:

Fill in all information regarding your education and training and attach all applicable certificates.

Box IV. LICENSES:

List all occupational and/or professional licenses which you currently hold. Licenses may include State, Parish, County, Local Governmental Units, Trade Unions, etc. All licenses may be check for validity and status at the discretion of the LSBHI. Attach additional pages if necessary.

Box V. LEGAL REQUIREMENTS:

Fill in all portions of this section. All answers in the affirmative require a written explanation and proof of recovery and/or resolution thereof. Attach additional pages if necessary.

Box VI. APPLICATION FEE:

Mail the completed application, all required attachments and the \$200 application fee (check or money order only, NO CASH) made payable to:

LOUISIANA STATE BOARD OF HOME INSPECTORS
5211 Essen Lane Suite 9
Baton Rouge LA 70809

Box VII. INSURANCE

The Louisiana State Board of Home Inspectors must be listed as a **certificate holder**.

Errors and omissions insurance and general liability insurance are required. A license will not be issued until Certificates of Insurance are received by the Board.

You must include a copy of the Certificate of Insurance with the application.

Box VIII. CERTIFICATION OF APPLICANT

Read the certification. Sign the certification in the presence of a Notary Public and have your signature notarized.

APPLICATION WILL NOT BE PROCESSED WITHOUT THE FOLLOWING ATTACHMENTS:

1. Pre-licensing certificate of completion
2. Exam results
3. Live and Platform Training Certificates and or forms
4. Standards of Practice and Report Writing Seminar Certificate
5. Certificate of Insurance
6. Background Check
7. Head shot photos
8. Application fee

Background (updated 2024)

Complete & Submit Background Check

Applicants must apply to the Louisiana State Police for a criminal background check, pay all costs associated therewith and submit the results to the board.

Background checks expire 365 days after the date of issuance.

Fingerprints are mandatory.

Mail the completed background check to the Louisiana State Board of Home Inspectors, 5211 Essen Lane, Suite 9, Baton Rouge LA 70809. If you wish to drop the background check off in person, please slide it under the door at the Essen Lane address. Be sure to include your email address and phone number with the paperwork.

[Click Here for Background Check](#)

Louisiana Applicant Processing System (LAPS)

The Louisiana Applicant Processing System (LAPS) provides a statewide network of fingerprint sites where applicants can submit digital fingerprints within their local communities. Applicants seeking a Right to Review their criminal history can schedule an appointment online, attend the appointment, pay for the service, and then receive their Right to Review criminal history report either via mail or email.

Directions for Scheduling an Appointment

Applicants seeking a Right to Review their criminal history can schedule an appointment online, attend the appointment, pay for the service, and then receive their Right to Review criminal history report either via mail or email.

[Learn More](#)

Locate a Site for a Fingerprint Card

Because many government organizations (i.e. Department of Immigration) require physical copies of your fingerprints, many Identogo Centers offer the ability to digitally collect an applicant's fingerprint images and then print them onto a standard fingerprint card (FD-258). Search for a site near you.

[Learn More](#)

Right to Review Options:

Printed Copy Right to Review: This option queues the request in our system, and our staff will print a physical copy of the criminal history report and mail it to the requester. The printed report will be stamped "True Copy," signed by one of our employees, and embossed with a raised state seal. This option meets the requirements of agencies, such as the Secretary of State, that need printed copies with raised seals. For Right to Review reports related to expungements, some agencies may require both the criminal history report and printed fingerprint cards. Printed fingerprint cards can be obtained separately from a local sheriff's office, police department, or Identogo location. Identogo provides full fingerprinting services as part of a separate process at State Police Headquarters for an additional fee

Emailed Right to Review: This option delivers a secure link to an email, granting one-time access to the criminal history report. The report can then be printed. It will be marked "True Copy" at the top of the first page and the bottom of the last page, and will include a digital signature from one of our employees.