



## **2024 Emergency Preparedness Re-entry Credentialing Requirements by Parish**

**All parishes use the State Police Credentialing Requirements** (<http://www.lsp.org/lscap.html>). The State Police Credentialing Requirements consists of a letter on company letterhead stating the following information:

- **Name of banker seeking re-entry**
- **Driver's license number (you must have your driver's license available for viewing)**
- **Description of vehicle being driven**
- **Company identification number (you must have your company identification available for viewing, this could be a company ID card)**

*\* There is a suggested template to follow on page 5*

**Some Parishes require additional requirements.** Below you will find which parishes require additional requirements and how to go about obtaining those requirements.

### **Region 1: All require additional Placard**

**Orleans Parish, Saint Bernard Parish, Plaquemines Parish, Jefferson Parish**

- You can apply for placards in each individual parish. Renewal stickers are good for four years.
  - Orleans: <https://ready.nola.gov/plan/hurricane/#return>
  - St Bernard: <https://sbpg.net/165/Homeland-Security-Emergency-Preparedness>  
Require a request on company letterhead stating the number of placards required and level of each person. The letter should be faxed to 504-271-7343, Attn: Lorrie. The company will be called for pick up when placards are ready.
  - Plaquemines: 504 934 6462 or email [oepp@gov.net](mailto:oepp@gov.net); bring in old placards for renewal stickers
  - Jefferson: <http://placards.jumpstartjefferson.com/Account/Application>

*\* If your organization has multiple branches, you should apply in the parish where your main office is located but request a regional placard.*

## **Region 2:**

East Baton Rouge, West Baton Rouge, Ascension, Iberville, Pointe Coupee, East Feliciana, West Feliciana

Region 2 Parishes should follow standard, post-disaster re-entry credentialing recommendations. *At the time of re-entry, all personnel should possess a business letter, on company letterhead, stating the following:*

- Name of employee seeking re-entry,
- Driver's license number (you must have your driver's license available for viewing),
- Description of vehicle being driven,
- Company identification (you must have your company identification available for viewing, this could be a company ID card), and
- Contact information for the manager of the employee.

## **Region 3**

St John: No additional requirements

St Charles: No additional requirements

St James: No additional requirements

Assumption: No additional requirements

**\*Please Note: Only the banker should be in the vehicle and any other person/s will not be allowed though the check point until complete re-entry is allowed. This permission only allows for travel to and from the banking facility and does not allow for travel to home or any other location within the restricted area.**

**Terrebonne: Requires additional badge** - The system will be activated when an emergency event begins; emails will be sent to the contacts to print placards at that time. Financial institutions can go onto the website now to sign up to get notified when it's time to print placards.

Parish Contact – Mary LaJaunie, 985-873-6357

- You can find re-entry badge application information here: <https://emergencyreentry.com>
  - If you have an account in Terrebonne, click on Manage, then click on Terrebonne

### **Lafourche: Requires additional placard**

Parish Contact – Eric Benoit, [ericb@lafourchegov.org](mailto:ericb@lafourchegov.org) (985) 532-8174

- You can apply for the re-entry program here: <https://emergencyreentry.com>
  - If you have an account in Lafourche, click on Manage, then click on Lafourche

- This help document is on the website at the bottom of the page at all times. Please refer to for any assistance or contact Eric Benoit:  
<http://parishreentry.com/Lafourche/images/Parish%20Reentry%20Project2.pdf>

## **Region 4**

Lafayette: No additional requirements

Evangeline: No additional requirements

St Landry: No additional requirements

Acadia: No additional requirements

St. Martin: No additional requirements

**Iberia: Requires that company vehicles have standardized markings. All non-marked cars must display an Iberia Parish PASS card. This card must be obtained from the Parish OHSEP, 1111 Ember Dr., New Iberia LA 70560.**

Parish Contact – Debra Conner, 337-369-4427, [dconner@iberiagov.net](mailto:dconner@iberiagov.net)

### **St Mary: Has additional permit**

Parish Contact – Jimmy Broussard Cell: (337)578-3333, Office: (337) 828-4100, ext. 139 or [jbroussard@stmaryparishla.gov](mailto:jbroussard@stmaryparishla.gov). St. Mary website: [www.stmaryohsep.org](http://www.stmaryohsep.org).

\*Contact to be issued a TIER II permit. This permit will be assigned a unique number and will hang on the vehicle's rear-view mirror. Please contact Jimmy Broussard with any questions. Once permits are received, they do not need to be renewed annually. If no permit is issued a pictured ID card from the bank can suffice.

### **Vermilion: Requires Picture ID Card**

Parish Contact – Homer Stelly, (337) 898-4308

You must send your request in writing on company letterhead asking for re-entry for only essential people. Then all the people listed must call the office to set up an appointment to get their picture taken for their ID card at the office location:

Vermillion Parish Emergency Preparedness Court House  
100 N. State Street, Suite 211  
Abbeville, LA 70510

\* There is a \$5 fee (check or money order) for the ID card. If you are already in the system, you need to renew the cards every 2 years. Renewal of the same information only requires the names on letterhead and the \$5.00 per card charge. ID cards will be reprinted with new expiration dates.

**Region 5: No additional requirements**

Beauregard, Allen, Calcasieu, Jefferson Davis, Cameron

**Region 6: No additional requirements**

Vernon, Sabine, Natchitoches, Winn, Grant, Rapides, LaSalle, Catahoula, Concordia and Avoyelles Parishes

**Region 7: No additional requirements**

Caddo, Bossier, Webster, Claiborne, Bienville, Red River and DeSoto Parishes

**Region 8: No additional requirements**

Ouachita, Union, Lincoln, Jackson, Caldwell, Richland, Morehouse, Franklin, East Carroll, West Carroll, Madison and Tensas Parishes

**Region 9:**

Washington: No additional requirements

**St Tammany: a valid regional placard allows you to enter, work or pass through the five parishes included on the placard (Orleans, Jefferson, St. Bernard, Plaquemines and St. Tammany). Parish Contact: Amanda Luckado, (985) 898-2359 or [aluckado@stpgov.org](mailto:aluckado@stpgov.org) and [OEP@stpgov.org](mailto:OEP@stpgov.org)**

**Each placard has a name assigned to it.**

<http://www.stpgov.org/departments/hsep>

St Helena: No additional requirements

Tangipahoa Parishes: No additional requirements

Livingston Parish: No Additional requirements

(Suggested Template for the State Police  
Re-entry Credentialing Requirements)

# [Bank Letterhead]

2024

Re: Statewide Credentialing  
Re-entry Request

To: Whom it May Concern

[Bank Name] respectfully requests re-entry for the following Tier 2 employee:

- [Name of banker]
- [Driver's License number] Driver's License available for viewing
- [Description of vehicle being driven]
- [Company identification number] Company identification available for viewing

We appreciate your support and assistance.

Sincerely,

[Bank President's or Manager's Name]  
[Bank Name]  
[Bank President's or Manager's Cell Number]