

## Louisiana Electronic Event Registration System User ID Registration Requirements

### Purpose

In an effort to maintain system security, and reduce potential breach of the Louisiana Electronic Event Registration System infrastructure, the Bureau of Vital Records and Statistics will conduct an annual review beginning **January 1, 2025**, of all LEERS User IDs.

### New Leers User(s)

Effective immediately, Louisiana Bureau of Vital Records and Statistics requires **ALL** current and new LEERS User ID applicants to submit a completed LEERS User ID Request Registration form and a copy of their current state picture identification document annually. The completed request form must include the following:

1. Employee's name, job title, phone number, **business email address** (personal email address will **NOT** be accepted)
2. Supervisor's name (*if applicable*), phone number and signature along with the signature date.
3. Facilities name, physical address including parish and facility license number if applicable.
4. Funeral Directors must also include a copy of their business license number in absence of a secondary signature from the supervisor of the facility.
5. Submit a copy of current state picture identification.

### Current User(s)

All current LEERS User ID account holders must submit a written request via their business email to have account unlocked, pin and/or passwords reset, and add additional facility and include a copy of their current non-expired state picture identification document. Submit request(s) to [leers@la.gov](mailto:leers@la.gov)

Leers Users must complete a new User ID Registration Form to change or update account information including:

- Name and contact information
- Facility Location
- Title/Licensing

A Field Services Representative will review, update, and/or create Leers User ID account(s) within **24 to 48** hours.

### LEERS Maintenance

Facility Administration **must** submit a current list of **ALL** Leers Users no longer with the facility to [leers@la.gov](mailto:leers@la.gov) to deactivate those user accounts.