

Montana Background Check Instructions

It is the responsibility of Day Care Centers to obtain criminal, CPS/APS, and DMV record checks for all employees. Effective September 1, 2006, DMV record checks must be obtained for all employees regardless of whether or not transportation is provided.

Childcare Licensing will conduct the required Montana background checks for Day Care Centers that currently have an Extended License. Childcare Licensing will also conduct the required Montana background checks for Family and Group Day Cares.

Please follow the directions below to obtain the required background checks.

- **Criminal Record Checks:** (follow the directions below or go to <https://app.mt.gov/choprs/>)
 - a. A self-addressed stamped envelope with sufficient postage must accompany each request.
 - b. The cost for obtaining the Criminal Record Checks is \$13.00/person. Checks and money orders should be made out to the Montana Criminal Records.
 - c. Request information in the form of a letter, on your letterhead, structured as follows:
DOE, Jane Susan, b/d 12-24-63, SS# 000-11-2222
Maiden Name: Black, AKA: Smith, etc, etc. if anymore names
(Leave a space)
NEXT PERSONS INFO, etc.
 - d. Mail request to:
Criminal Records
ATTN: Records Clerk
PO Box 201403
Helena, MT 59620-1403

- **CPS Record Checks**
 - a. Requests can be mailed or faxed to:
DPHHS/CFSD
ATTN: Records Request
Old Federal Bldg, 301 S. Park
P.O. Box 8005
Helena, MT 59604-8005
FAX (406) 444-4156
*Faxed requests need to have a return fax number for the requestor

 - b. For further information regarding CFSD checks, go to:
<http://dphhs.mt.gov/cfsd/backgroundchecks.shtml>

- **DMV Record Checks:** (follow the directions below or go to <https://app.mt.gov/dojdrs/>)
 - a. Complete the Release of Driving Records form.
 - b. A self-addressed stamped envelope with sufficient postage must accompany each request or additional fees will be added.
 - c. The cost for obtaining the Criminal Record Checks is \$4.00/person. Checks and money orders should be made out to the Motor Vehicle Division.
 - d. Mail request to:
Motor Vehicle Division
ATTN: Records Clerk
PO Box 201430
Helena, MT 59620-1430

OUT OF STATE CRIMINAL HISTORY CHECKS

ARM 37.95.161(3) states “If the provider, staff member, volunteer, resident of the facility, or any person who regularly or frequently stays in the facility, has lived outside of Montana for any portion of the previous 5 years, that person must submit a completed fingerprint card so that a fingerprint based criminal records check can be requested.”

The childcare provider is responsible for all costs associated with obtaining out of state background checks!

WESTERN IDENTIFICATION NETWORK CHECK

- The Western Identification Network Check only works for the following states:
 - Alaska, Oregon, Idaho, Wyoming, Utah, Washington, and Nevada
- Have your fingerprints taken on the enclosed fingerprint card {Contact a local law enforcement agency to determine where in your community you can get fingerprinting completed}
- **A complete Release of Information for Fingerprints Form**
- \$10 check or money order made out to Montana Criminal Records

FBI CHECKS

- Have your fingerprints taken on the enclosed fingerprint card {Contact a local law enforcement agency to determine where in your community you can get fingerprinting completed}
 - **A complete Release of Information for Fingerprints Form**
 - Enclose a check or money order made out to Montana Criminal Records for **\$27.25**
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The above information should be sent to:

DPHHS / QAD / CCL
PO Box 202953
Helena, MT 59620-2953

Phone: (406) 444-2012

TRIBAL BACKGROUND INFORMATION

Tribal background checks must be conducted for anyone that has lived on a reservation within the last 5 years. Please contact the appropriate Tribal Court listed below for instructions about how to conduct Tribal Background Checks.

Fort Belknap

Fort Belknap Tribal Court
RR1 Box 362
Harlem, MT 59526
Phone: 406-353-8387 Fax: 406-353-4875

Rocky Boy

Chippewa Cree Tribal Court
RR1 Box 544
Box Elder, MT 59521
Phone: 395-4808 ext 2212 Fax: 406-395-5184

Crow Tribal Court (Criminal records are only kept for tribal members. If you are not a member of the Crow Tribe, send a signed statement attesting that you are not a tribal member.)

Crow Tribal Court
PO Box 489
Crow Agency, MT 59022
Phone: 406-638-7400 Fax: 406-638-7415

Northern Cheyenne Tribal Court

PO Box 1199
Lame Deer, MT 59043
Phone: 406-477-8340

The Blackfeet Nation Tribal Court (Criminal records are only kept for tribal members. If you are not a member of the Blackfeet Nation, send a signed statement to child care licensing stating that you are not a tribal member.)

PO Box 1170
Browning, MT 59417
Phone: 406-338-5061 Fax: 406-338-2722

Flathead Tribal Police (Criminal records are only kept for tribal members. If you are not a member of the Salish-Kootenai Tribe, send a signed statement to child care licensing stating that you are not a tribal member.)

P.O. Box 278
Pablo, MT 59855
Phone: 406-675-2700 ext. 1102 Fax #: 406-675-4702

Fort Peck Tribal Court

PO Box 1027
Poplar, MT 59255
406-768-2400