

Out of State Criminal History Background Checks

ARM 37.95.161 CHILD CARE FACILITIES: CRIMINAL FINGERPRINT AND BACKGROUND CHECKS REQUIREMENTS: (1) *A fingerprint background check by the Montana Department of Justice and Federal Bureau of Investigation is required prior to working in a child care facility and every five years thereafter.*

* All staff of any age and household members 18 years and older **are required to complete FBI checks every 5 years.**

Please be aware that the fingerprint process could take up to 6 weeks.

To avoid processing delays, please follow the steps below:

- 1. Have your fingerprints rolled at your local **Child Care Resource and Referral (R&R) office** or **local Law Enforcement** agency.**
- 2. Ensure your original fingerprint card is completely filled out (see attached fingerprint card example)**
- 3. Make a check or money order payable to **Montana Criminal Records** in the amount of **\$30.****
- 4. Mail FBI fingerprint card with your paperwork to the Child Care Licensing office in Helena:**

DPHHS/QAD/CCL
PO BOX 202953
HELENA, MT 59620-2953
FAX: 406-444-1742 EMAIL: childcarelicensing@mt.gov

Please note, if the card and paperwork was sent to DOJ it will be shredded.
