

# Montana Background Check Center Child Care Instructions

---

It is the responsibility of Child 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.

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/>

- The cost for obtaining the Criminal Record Checks is \$14.50/person. Submit a check or money order payable to Montana Criminal Records.
- A self-addressed stamped envelope with sufficient postage with each request.
- On your letterhead, request the following information for each person:
  - DOE, Jane Susan, b/d 12-24-63, SS# 000-11-2222
  - Maiden Name(s): Black, AKA: Smith, etc.

Mail request to:

Criminal Records  
Attn: Records Clerk  
PO Box 201403  
Helena, MT 59620-1403

**Child Protective Service Record Checks:**

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

Fax: (406) 841-2487

Mail request to:

DPHHS/CFSD  
ATTN: Records Request  
P.O. Box 8005  
Helena, MT 59604-8005

**DMV Record Checks:** Follow the directions below or go to <https://app.mt.gov/dojdrs/>.

- Complete the Release of Driving Records form.
- The cost is \$7.25 per person. Submit a check or money order payable to Motor Vehicle Division.
- A self-addressed stamped envelope with sufficient postage with each request.

**Mail request to:**

Motor Vehicle Division  
ATTN: Records Clerk  
PO Box 201430  
Helena, MT 59620-1430