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/](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](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/](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