



## INSTRUCTIONS TO OBTAIN FINGERPRINT BACKGROUND CHECK

Carefully read and follow the steps in the order specified below:

1. **Submit a license application to the BSD online or by paper and an application fee. The application includes an *Applicant Rights & Consent to Fingerprint Notice*.** This form authorizes our agency to receive and review your fingerprint background check results. **Any fingerprint background check results received without your acknowledgement of receipt of an *Applicant Rights & Consent Notice* (acknowledged received if online or signed and returned to us if on paper) may be discarded.**
2. You may continue to work on completing your application while the results are processed (e.g., forwarding transcripts or verifications) but if you have not completed your application within six months after our receipt of the results, you will be required to resubmit your fingerprints to obtain a current background check results.
3. You have two options to have your fingerprints captured:
4. **Option 1** – Participating Local Law Enforcement Agency (estimated time to send results to the Board or Program **4 to 8 weeks**). Contact the Law Enforcement Agency in advance to ask if it performs non-criminal fingerprinting and if so, the need for an appointment, forms of acceptable identification, hours of operation, cost, and methods of payment. Find out if the agency will supply the appropriate Fingerprint Card (Form FD258 rev. 5-15-17) or if you need to obtain the card from MDOJ prior to arriving.

- OR -

**Option 2** – Montana Department of Justice (MDOJ), Division of Criminal Investigations-Criminal Records (estimated time to send results to the Board or Program **3 to 5 business days**). Before traveling to Helena, you must first schedule an appointment online at <https://dojmt.gov> and click on the link for fingerprint appointments where you will be directed to log in or create an account. Please direct questions to the MDOJ contact information as follows:

2225 Eleventh Avenue  
PO Box 201403  
Helena, MT 59620  
Email: [dojcriss@mt.gov](mailto:dojcriss@mt.gov) (406) 444-3625

5. You *may* be charged a fee to capture each set of your fingerprints. This fee is in addition to the processing fee paid to MDOJ to run the background check.
6. Provide the technician with a government-issued, photograph identification to prove your identity.

7. **IMPORTANT**: Provide the technician a copy of a Fingerprint Card Example for the license type you are applying for that contains information ***unique to your license type***. The fingerprint card must have all fields correctly filled out to be accepted by the MDOJ.
8. Request the technician to capture your fingerprints TWICE and create TWO fingerprint cards to help avoid unnecessary delay due to rejection of poor quality prints. This is especially important if your fingerprints are ink-rolled.
9. If using a Local Law Enforcement Agency, you must mail the completed Fingerprint Card in a manila envelope with the correct amount of postage and a check or money order made payable to the "Montana Department of Justice" in the amount of **\$30.00** to:

Montana Criminal Records  
2225 Eleventh Avenue  
PO Box 201403  
Helena, MT 59620

Please do **NOT** fold or staple the fingerprint card. Please do **NOT** upload the fingerprint card to your online account with the Department of Labor & Industry, Business Standards Division.

10. You will be notified to take corrective action if your fingerprint card is rejected as "unreadable," is not accompanied by proper payment, or is incomplete. A second rejection of a fingerprint card as "unreadable" will require BSD to conduct a name-based search, resulting in additional processing time.
11. Once a fingerprint card or name-based search is processed, the resulting criminal history (aka "Identity History Summary") result will be sent directly to the Board in care of the Business Standards Division. If there is a conviction or convictions that require Board review, we will notify you.
12. Notice of your privacy rights and procedures for obtaining a change, correction, or updating of an Identity History Summary are provided to you separately in the *Applicant Rights & Consent to Fingerprint Notice*.

End of Instructions

## Fingerprint Card Example

Provide this example to the technician capturing your fingerprints. All requested fields must be completed legibly, including the highlighted information specific to your license application type. Incomplete cards will not be processed and will be mailed back to the applicant's listed address. All fingers need to be in the correct position and rolled. For assistance, call Montana Criminal Records at (406) 444-3625.

APPLICANT	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK				LEAVE BLANK
		LAST NAME	FIRST NAME	MIDDLE NAME		
SIGNATURE OF PERSON FINGERPRINTED		Applicant Full Name				
Applicant Signature		ALIASES		Applicant Aliases		DATE OF BIRTH
				MT920073Z		Applicant DOB
RESIDENCE OR PREVIOUS RESIDENCES		APPLICANT IDENTIFYING INFORMATION				PLACE OF BIRTH
Applicant Address						
DATE	TECHNICIAN SIGNATURE	CITIZENSHIP	LEAVE BLANK			
Date	Technician Signature	Applicant Citizenship				
EMPLOYER AND ADDRESS		MONTANA IDENTIFICATION NUMBER				
DLI-BSD Board of Private Security PO Box 200513, Helena, MT 59620-0513		MTST00011				
MONTANA IDENTIFICATION NUMBER		MONTANA SOCIAL SECURITY NUMBER				
MCA 37-60-304 - Licensure		n/a				
MONTANA SOCIAL SECURITY NUMBER		MONTANA STATE IDENTIFICATION NUMBER				
		Applicant SSN				
		n/a				

Example