

MONTANA BOARD OF Private Security
PO Box 200513 (301 S Park, 4th Floor)
Helena, MT 59620-0513

General Licensing: (406) 444-5711 PI Licensing (406) 444-5773
EMAIL: dlibsdp@mt.gov WEBSITE: www.privatesecurity.mt.gov

FINGERPRINT/BACKGROUND CHECK PROCESS:

- Read and sign the Noncriminal Justice Applicant's Rights form (included in the application).
- Fingerprint cards are available from most local law enforcement agencies and the Montana Department of Justice (DOJ). Complete the information requested at the top of the fingerprint card prior to having your prints taken and include the following information:

EMPLOYER AND ADDRESS: Board of Private Security, PO Box 200513, Helena, MT 59620-0513
REASON FINGERPRINTED: Licensure & 37-8-434, MCA
ORI: MT920089Z

- Most local law enforcement agencies will take your fingerprints for a nominal fee. After paying this fee and having your fingerprints taken, **send the completed fingerprint card along with a check or money order for \$27.25 made payable to the "Montana Department of Justice" and mail it to Montana Criminal Records, 2225 11th Avenue, PO Box 201403, Helena MT 59620-1403.** Please check with your local post office and add accurate postage prior to mailing.
- If DOJ rejects your first fingerprint card as "unreadable," the Board office will notify you and you will need to re-submit your fingerprints. You are not required to repay the processing fee to the Montana Department of Justice under these circumstances.
- **Criminal History Record Information (CHRI) from the fingerprints is only released to the Board of Nursing. Your application will not be considered complete until the CHRI is received from the DOJ.**

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLOCK		LEAVE BLANK	
NAME (LAST, FIRST, MIDDLE) LAST, FIRST, MIDDLE		LAST NAME FIRST NAME MIDDLE NAME		ALIAS MCA		ORI MT920073Z BD PRIVATE SECURITY HELENA, MT	
RESIDENCE OF PERSON IDENTIFIED		CITY/STATE HELENA, MT		EMPLOYER MCA		PLACE OF EMPLOYMENT	
EMPLOYER ADDRESS BOARD OF PRIVATE SECURITY PO BOX 200513 HELENA MT 59620		STATE OF EMPLOYMENT MT		EMPLOYER TYPE MCA		CLASSIFICATION DOJ	
IDENTIFICATION NUMBER Licensure & 37-60-304 MCA		SOCIAL SECURITY NUMBER SOC		MIDDLE INITIAL MNU		PLACE OF EMPLOYMENT DOJ	
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