



Governor Brian Schweitzer

Montana

Department of Labor and Industry

Business Standards Division

Subject: Process for Fingerprinting & Background Checks for All License Applicants and Subsequent Armed Endorsement Applications.

Montana Code Annotated **37-60-303 License or registration qualifications.** (6) The board shall require a background investigation of each applicant for licensure or registration under this chapter that includes a fingerprint check by the Montana department of justice and the federal bureau of investigation.

Montana Code annotated **37-60-304 Licenses and registration -- application form and content.** (4) The submittal of fingerprints is a prerequisite to the issuance of a license or certificate of registration to an applicant, other than an applicant under 37-60-303(7)(a), MCA, by means of fingerprint checks by the Montana department of justice and the federal bureau of investigation.

Fingerprint cards are available at most local law enforcement agencies or the Montana Department of Justice. If you request from the board office, a fingerprint card and self-addressed envelope will be mailed to you. You must complete the fingerprint application information requested at the top of the fingerprint card prior to getting your prints taken. Most local law enforcement agencies will take your fingerprints for a nominal fee. Any fees charged by local or state law enforcement are the responsibility of the applicant.

On the fingerprint card, the DOJ requires the following fields to be entered as below:

EMPLOYER AND ADDRESS: Board of Private Security, PO Box 200513, Helena MT 59620-0513

REASON FINGERPRINTED: 37-1-307(4), MCA

ORI: MT920030Z

If this information is missing, there may be a delay from the DOJ in processing the background check. See sample on page 2.

Obtaining fingerprints sometimes result in errors which are rejected by DOJ; in the event that this occurs, the Board office will notify you in writing and send a new fingerprint card. You will need to get a second set of fingerprints done. Please note: If your first set of fingerprints card is rejected you are not required to pay an additional fee to the Montana Department of Justice. Simply attach your original request form fingerprint card to the completed request form.

Information from the DOJ is only released to the Board of Private Security. A representative from the law enforcement agency that you choose to process your fingerprint card must enclose your completed request form and fingerprint card along with a check or money order made payable to the "Montana Department of Justice" for \$29.25 in the envelope provided and mail it to Montana Criminal Records, 303 North Roberts, PO Box 201403, Helena MT 59620-1403. The envelope is not postage paid so you will be required to add a minimum of \$1.20 postage to the envelope. Please check with your local post office and add accurate postage prior to visiting your local law enforcement agency that is collecting your prints. The envelope must be mailed directly from the law enforcement agency to the Montana Department of Justice in order to maintain proper chain of custody.

As a new applicant your application will not be considered complete until a background check is provided by the DOJ directly to the Board of Private Security.

If you have any questions please contact the board office at 406-841-2334 or 2348 or email at dlibsdpsp@mt.gov

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK					LEAVE BLANK																				
		LAST NAME <u>NAM</u>		FIRST NAME		MIDDLE NAME																							
SIGNATURE OF PERSON IDENTIFIED		ALIASES <u>AKA</u>		ID #		STATE		CLASS																					
EMPLOYER OR BUSINESS IDENTIFICATION				<u>MT920030Z</u>		DATE OF BIRTH <u>006</u>		PLACE OF BIRTH <u>KOB</u>																					
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		FINGERPRINT C/I		SEX <u>M</u>		WEIGHT <u>120</u>																					
				TOOL NO. <u>OCA</u>		HAIR <u>BRN</u>		EYES <u>BLU</u>																					
EMPLOYEE AND ADDRESS				ARMED FORCE NO. <u>MNI</u>		SOCIAL SECURITY NO. <u>506</u>		MISCELLANEOUS NO. <u>MNI</u>																					
BOARD OF PRIVATE SECURITY PO BOX 200513 HELENA MT 59620																													
LEADER IDENTIFICATION		37-1-307 (4),MCA																											
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LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				1. THUMB		2. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY																					

SAMPLE