



INSTRUCTIONS TO OBTAIN FINGERPRINT BACKGROUND CHECK

You must submit an application prior to completing your fingerprint background check. 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 acknowledgment of receipt of an *Applicant Rights & Consent Notice* may be discarded.**

You may continue to work on your application while the results are processing (e.g., forwarding transcripts or verifications). If you do not complete your application within six months after we receive your results, you will be required to resubmit your fingerprints to obtain current background check results.

You have two options to have your fingerprints captured. Carefully read and follow the steps **in the order specified** below:

Option 1 – Participating Local Law Enforcement Agency

- A. Contact the Law Enforcement Agency in advance to ask if it performs non-criminal fingerprinting and if so, the need for an appointment, acceptable identification forms, 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 the Montana Department of Justice prior to arriving.
- B. Provide the technician a copy of the fingerprint card example that contains the information unique to your license type. The fingerprint card must have all fields correctly filled out to be accepted by the Montana Department of Justice. Utilize the fingerprint card example, which will be sent to you upon application submittal, to capture the correct code (MT9?????Z) related to the application type.
- C. You must mail the completed fingerprint card in a manila envelope with the correct amount of postage. Include 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

- D. Processing may be delayed due to bad fingerprints, mail issues, incomplete fingerprint cards, and non-payment.

- OR -

Option 2 – The Montana Department of Justice (MDOJ), Division of Criminal Investigations - Criminal Records

Before traveling to Helena, you must schedule an appointment online at dojmt.gov and click on the link for fingerprint appointments. You will be directed to log in or create an account. Please direct questions to the Montana Department of Justice:

2225 Eleventh Avenue
PO Box 201403
Helena, MT 59620
PHONE (406) 444-3625
dojcriss@mt.gov

- You may be charged a fee to capture each set of your fingerprints. This fee is in addition to the processing fee paid to the Montana Department of Justice to run the background check.
- Provide the technician with a valid, government-issued photograph identification to prove your identity.
- Request that the technician capture your fingerprints twice and create two fingerprint cards to help avoid unnecessary delay due to the rejection of poor-quality prints. This is especially important if your fingerprints are ink-rolled.
- Please do not fold or staple the fingerprint card. Please do not upload the fingerprint card to your online account with the Montana Department of Labor & Industry Employment Standards Division.
- You will be notified via email 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 us to conduct a name-based search, resulting in additional processing time.
- 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 Employment Standards Division. If there is a conviction or convictions that require board review, we will notify you.
- Notice of your privacy rights and procedures for obtaining a change, correction, or updating an Identity History Summary are provided to you separately in the *Applicant Rights & Consent to Fingerprint Notice*.

End of Instructions