



Montana Department of LABOR & INDUSTRY

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:

Option 1 – Local Law Enforcement Agency (estimated time to send results to the Board or Program **4 to 8 weeks**) - OR -

Option 2 – Montana Department of Justice (MDOJ), Division of Criminal Investigations-Criminal Records in Helena, Montana, (406) 444-3625. (Estimated time to send results to the Board or Program **3 to 5 business days**).

2225 Eleventh Avenue
PO Box 201403
Helena, MT 59620
Email: dojcriss@mt.gov
4. 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.
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: NAM FIRST NAME: MIDDLE NAME:					
SIGNATURE OF PERSON FINGERPRINTED: <i>Applicant Signature</i>		APPLICANT ALIASES: <i>Applicant Aliases</i>		IDENTIFYING INFORMATION: MT920096Z			DATE OF BIRTH: DOB Month: Day: Year:		
RESIDENCE OF PERSON FINGERPRINTED: <i>Applicant Address</i>		CITIZENSHIP: CTZ <i>Applicant Citizenship</i>		CLASS: REF: Applicant Identifying Information			PLACE OF BIRTH: POB <i>Applicant POB</i>		
DATE: <i>Date</i>	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS: <i>Technician Signature</i>		YOUR NO: MTST00020		LEAVE BLANK				
EMPLOYER AND ADDRESS: DLI-BSD Board of Physical Therapy PO Box 200513, Helena, MT 59620-0513		FBI NO: n/a		CLASS: REF: Applicant Identifying Information					
REASON FINGERPRINTED: MCA 37-1-307 & 37-11-312- Licensure- Physical Therapist & PT Assistant		ARMED FORCES NO: n/a		CLASS: REF: Applicant Identifying Information					
		SOCIAL SECURITY NO: Applicant SSN		CLASS: REF: Applicant Identifying Information					
		MONTANA LICENSE NO: n/a		CLASS: REF: Applicant Identifying Information					
LEFT FOUR FINGERS: THUMB INDEX MIDDLE RING		LEFT FOUR FINGERS: THUMB INDEX MIDDLE RING		LEFT FOUR FINGERS: THUMB INDEX MIDDLE RING			RIGHT FOUR FINGERS: INDEX MIDDLE RING		
LEFT FOUR FINGERS: THUMB INDEX MIDDLE RING		LEFT FOUR FINGERS: THUMB INDEX MIDDLE RING		LEFT FOUR FINGERS: THUMB INDEX MIDDLE RING			RIGHT FOUR FINGERS: INDEX MIDDLE RING		
LEFT FOUR FINGERS: THUMB INDEX MIDDLE RING		LEFT FOUR FINGERS: THUMB INDEX MIDDLE RING		LEFT FOUR FINGERS: THUMB INDEX MIDDLE RING			RIGHT FOUR FINGERS: INDEX MIDDLE RING		

Example