

# Montana Background Check Instructions

It is the responsibility of Day Care Centers to obtain criminal, CPS/APS, and DMV record checks for all employees. Effective September 1, 2006, DMV record checks must be obtained for all employees regardless of whether or not transportation is provided.

Childcare Licensing will conduct the required Montana background checks for Day Care Centers that currently have an Extended License. Childcare Licensing will also conduct the required Montana background checks for Family and Group Day Cares.

Please follow the directions below to obtain the required background checks.

- Criminal Record Checks: (follow the directions below or go to <https://app.mt.gov/choprs/>)
  - a. A self-addressed stamped envelope with sufficient postage must accompany each request.
  - b. The cost for obtaining the Criminal Record Checks is \$10.00/person. Checks and money orders should be made out to the Montana Criminal Records.
  - c. Request information in the form of a letter, on your letterhead, structured as follows:  
DOE, Jane Susan, b/d 12-24-63, SS# 000-11-2222  
Maiden Name: Black, AKA: Smith, etc, etc. if anymore names  
(Leave a space)  
NEXT PERSONS INFO, etc.
  - d. Mail request to:  
Criminal Records  
ATTN: Records Clerk  
PO Box 201403  
Helena, MT 59620-1403
  
- CPS Record Checks
  - a. Requests can be mailed or faxed to:  
DPHHS/CFSD  
ATTN: Records Request  
Old Federal Bldg, 301 S. Park  
P.O. Box 8005  
Helena, MT 59604-8005  
FAX (406) 444-4156  
\*Faxed requests need to have a return fax number for the requestor
  
  - b. For further information regarding CFSD checks, go to:  
<http://dphhs.mt.gov/cfsd/backgroundchecks.shtml>
  
- DMV Record Checks: (follow the directions below or go to <https://app.mt.gov/dojdrs/>)
  - a. Complete the Release of Driving Records form.
  - b. A self-addressed stamped envelope with sufficient postage must accompany each request or additional fees will be added.
  - c. The cost for obtaining the Criminal Record Checks is \$4.00/person. Checks and money orders should be made out to the Motor Vehicle Division.
  - d. Mail request to:  
Motor Vehicle Division  
ATTN: Records Clerk  
PO Box 201430  
Helena, MT 59620-1430

## OUT OF STATE CRIMINAL HISTORY CHECKS

ARM 37.95.161(3) states “If the provider, staff member, volunteer, resident of the facility, or any person who regularly or frequently stays in the facility, has lived outside of Montana for any portion of the previous 5 years, that person must submit a completed fingerprint card so that a fingerprint based criminal records check can be requested.”

**The childcare provider is responsible for all costs associated with obtaining out of state background checks!**

### WESTERN IDENTIFICATION NETWORK CHECK

- The Western Identification Network Check only works for the following states:
  - Alaska, Oregon, Idaho, Wyoming, Utah, Washington, and Nevada
- Have your fingerprints taken on the enclosed fingerprint card {Contact a local law enforcement agency to determine where in your community you can get fingerprinting completed}
- **A complete Release of Information for Fingerprints Form**
- \$10 check or money order made out to Montana Criminal Records

### FBI CHECKS

- Have your fingerprints taken on the enclosed fingerprint card {Contact a local law enforcement agency to determine where in your community you can get fingerprinting completed}
- **A complete Release of Information for Fingerprints Form**
- Enclose a check or money order made out to Montana Criminal Records for **\$27.25**

**Fingerprint cards for new Family and Group Day Care applications should be sent to Bobbi Jo Walla.**

**Fingerprint cards for new employees, renewal applications, and new day care center applications should be sent to the worker indicated below for the county you reside in.**

Suzi Graveley / QAD / CCL PO Box 202953 Helena, MT 59620-2953 Phone: (406) 444-2012 Fax: (406) 444-1742	Beaverhead Broadwater Cascade Chouteau Deer Lodge	Fergus Flathead Glacier Granite	Jefferson Judith Basin Lake Lewis and Clark	Lincoln Madison Mineral Missoula	Petroleum Powell Pondera Ravalli	Sanders Silver Bow Teton Toole
Bobbi Jo Walla / QAD / CCL 2121 Rosebud Dr., Suite D Billings, MT 59102 Phone: (406) 655-7625 Fax: (406) 655-7682	Big Horn Blaine Carbon Carter Custer Daniels	Dawson Fallon Gallatin Garfield Golden Valley	Hill Liberty McCone Meagher Musselshell	Park Phillips Powder River Prairie Richland	Roosevelt Rosebud Sheridan Stillwater Sweet Grass	Treasure Valley Wheatland Wibaux Yellowstone

## TRIBAL BACKGROUND INFORMATION

Tribal background checks must be conducted for anyone that has lived on a reservation within the last 5 years. Please contact the appropriate Tribal Court listed below for instructions about how to conduct Tribal Background Checks.

### **Fort Belknap**

Fort Belknap Tribal Court  
RR1 Box 362  
Harlem, MT 59526  
Phone: 406-353-8387 Fax: 406-353-4875

### **Rocky Boy**

Chippewa Cree Tribal Court  
RR1 Box 544  
Box Elder, MT 59521  
Phone: 395-4808 ext 2212 Fax: 406-395-5184

**Crow Tribal Court** (Criminal records are only kept for tribal members. If you are not a member of the Crow Tribe, send a signed statement attesting that you are not a tribal member.)

Crow Tribal Court  
PO Box 489  
Crow Agency, MT 59022  
Phone: 406-638-7400 Fax: 406-638-7415

### **Northern Cheyenne Tribal Court**

PO Box 1199  
Lame Deer, MT 59043  
Phone: 406-477-8340

**The Blackfeet Nation Tribal Court** (Criminal records are only kept for tribal members. If you are not a member of the Blackfeet Nation, send a signed statement to child care licensing stating that you are not a tribal member.)

PO Box 1170  
Browning, MT 59417  
Phone: 406-338-5061 Fax: 406-338-2722

**Flathead Tribal Police** (Criminal records are only kept for tribal members. If you are not a member of the Salish-Kootenai Tribe, send a signed statement to child care licensing stating that you are not a tribal member.)

P.O. Box 278  
Pablo, MT 59855  
Phone: 406-675-2700 ext. 1102 Fax #: 406-675-4702

### **Fort Peck Tribal Court**

PO Box 1027  
Poplar, MT 59255  
406-768-2400