

## 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