

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}
- \$10 check or money order made out to Customer Service Bureau

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}
- Enclose a check or money order made out to Customer Service Bureau for **\$29.25**

Fingerprint cards for new applications should be sent to Bobbi Jo Walla. Otherwise, please follow the table below for the county that 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 Gallatin Glacier Granite	Jefferson Judith Basin Lake Lewis and Clark Liberty	Lincoln Madison Meagher Mineral Missoula	Park Petroleum Powell Pondera Ravalli	Sanders Silverbow 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 Garfield Golden Valley	Hill McCone Musselshell Phillips Powder River	Prairie Richland Roosevelt Rosebud Sheridan	Stillwater Sweet Grass Treasure Valley Wheatland	Wibaux Yellowstone