

**DEPARTMENT OF  
PUBLIC HEALTH AND HUMAN SERVICES**



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**STATE OF MONTANA**

[www.dphhs.mt.gov](http://www.dphhs.mt.gov)

**For questions, please contact:**

Early Childhood Services Bureau  
Call: (406) 444-9120/ Fax: (406) 444-2547

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HELENA, MT 59604-4210  
(406) 444-5622  
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**APPLICATION AND NOTICE PURSUANT TO THE NATIONAL CHILD PROTECTION ACT OF  
1993 AS AMENDED BY THE VOLUNTEERS FOR CHILDREN ACT**

**TO ALL INDIVIDUALS REQUESTING FINGERPRINTS:**

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

Pursuant to the VCA, the entity (a) to which you have applied for employment or to serve as a volunteer, (b) by which you are employed or serve as a volunteer, or (c) which request a background check. Your rights and responsibilities under the VCA are as follows:

1. Provide a set of fingerprints.
2. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political Subdivision of a foreign government, an international governmental or an international quasigovernmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
3. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and particulars of the conviction, if any.
4. You are entitled to (a) obtain a copy of any background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before final determination is made by the state government agency performing the background check. A request for a copy of your criminal history record and any challenge to the accuracy of such a record should be addressed to FBI's CJIS Division, Attention: Correspondence Group (for record challenge) or Attention: Records Request (for record request), 1000 Custer Hollow Road, Clarksburg, WV 26306.

