

FINGERPRINT and CRIMINAL BACKGROUND CHECK INSTRUCTIONS

1. Complete a **Fingerprint Card**. A card can be obtained and completed at *any* local police or sheriff's office. Fingerprints must be clear. Smudged or unclear prints will be rejected.

Complete the following sections on the card as instructed below.

Employer and Address: Licensure
University of Montana
School of Education
32 Campus Drive
Missoula MT 59812-6336

Reason Fingerprinted: NCPA-VCA
Teacher Preparation

ORI: MT0250257
DOJ-DCI-ISB
Helena, MT

For those in Missoula, open hours are below:

Missoula County Sheriff's Department
Tues/Wed/Thurs 1:00 to 4:00 PM
Missoula County Courthouse
200 W. Broadway
2nd floor annex (south) side

Cost: \$15 for Live Scan
(\$5 for each additional card)
cash, check, credit or debit card
(extra fee if paying by card)

Missoula Police Department
Tues/Wed 1:00 to 4:30 PM
435 Ryman

Cost: \$15 for Live Scan
Cash, Check, credit or debit card

2. Send a **check or money order for \$30.00** payable to the Montana Department of Justice and your completed fingerprint card to the address below. Do not fold the fingerprint card.

The Montana Department of Justice
P.O. Box 201403
Helena, MT 59620-1403

The Montana Department of Justice will forward their report to the College of Education. Allow at least 14 days for processing.

3. Keep your receipt from the fingerprint card for at least 60 days in the event your fingerprints were rejected. The Office of Field Experiences will notify you if your prints have been rejected.