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**
   Cost: **$15 for Live Scan**
   Tues/Wed/Thurs 1:00 to 4:00 PM
   Missoula County Courthouse
   200 W. Broadway
   2nd floor annex (south) side
   ($5 for each additional card)
   cash, check, credit or debit card
   (extra fee if paying by card)

   **Missoula Police Department**
   Cost: **$15 for Live Scan**
   Tues/Wed 1:00 to 4:30 PM
   435 Ryman
   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.