



IDAHO STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION



FINGERPRINT BASED CRIMINAL BACKGROUND CHECK FORM of the Idaho Central Repository of Criminal History Records

A completed fingerprint card must be attached to this request.
Submit a separate form for each request. Current forms are available at
<https://www.isp.idaho.gov/BCI/index.html>.
Please print clearly in black ink.
A \$20.00 processing fee must be included.

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| Applicant Name: | Applicant Date of Birth: |
| Requesting Person or Company | Address of Requester (Results will be mailed to this address) Street _____ City, State & Zip Code _____ |
| Printed Name of Requester (Print Legibly) | Phone Number of Requester _____ |
| Reason for Criminal History Check: | If you need results of the background check *notarized, please check here <input type="checkbox"/> *Notary letter is based off the name as it appears on the fingerprint card. |
| Additional Information: | |

General Information: An individual may obtain a copy of an Idaho record through the following procedures.

Submit a set of rolled fingerprints of the subject of the check on an applicant fingerprint card. These will be used to search the BCI database of fingerprints. Fingerprints provide a positive method of identification. The fingerprint card must be completed and include:

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| <ul style="list-style-type: none"> • Name (print) • Alias names (maiden and/or previous names) • Signature of person fingerprinted • Current address • Date printed (Must be within 180 days of the fingerprint card submission) | <ul style="list-style-type: none"> • Signature of official taking fingerprints • Date of birth • Country of citizenship • Sex • Race • Height | <ul style="list-style-type: none"> • Weight • Eyes • Hair • Place of Birth • Social Security Number (optional) |
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A check made payable to Idaho State Police must accompany the fingerprint card, or the Credit Card Authorization page needs to be filled out. The fee is \$20.00 for each fingerprint check. A \$20.00 processing fee will be charged for any returned checks.

This request may be hand delivered or mailed to the address below. The bureau does not telephone, email or fax responses. Please allow ample time for processing this request. Requests are processed on a first come basis.

The records maintained by the Idaho Bureau of Criminal Identification (BCI) are based upon the felony and serious misdemeanor arrests reported to BCI from other Idaho criminal justice agencies. If a person disputes the accuracy of information obtained, that person may challenge the information by writing to the address on this form.

Idaho Code 67-3008 (6) states, "A person or private agency, or public agency, other than the department, shall not disseminate criminal history record information obtained from the department to a person or agency that is not a criminal justice agency or a court without a signed release of the subject of record or unless otherwise provided by law."

**700 S. STRATFORD DR. STE. 120 • MERIDIAN, ID 83642
PHONE (208) 884-7130 • FAX (208) 884-7193**

