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.

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 ☐ *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:

- 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)

- Signature of official taking fingerprints
- Date of birth
- Country of citizenship
- Sex
- Race
- Height

- Weight
- Eyes
- Hair
- Place of Birth
- Social Security Number (optional)

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

Idaho State Police
Bureau of Criminal Identification

CREDIT CARD AUTHORIZATION FORM

***Please note: There is an additional processing fee of $1.00 plus 3% of the total transaction for all payments made by credit or debit card. ***

Credit Card (**If paying by credit or debit card, complete the following)***

Name of applicant/subject(s) of record _____

_____

_____

_____

_____

_____

Requestor/Agency _____

Credit Card Type   Visa   AmEx

MasterCard   Discover

Credit Card Number: -   -   -

Expiration Date: /   Zip Code (Required):

Name as it appears on card: _____

Phone Number:_____
(Phone number required, in case we need clarification or have questions regarding payment)

Email:_____
(If you prefer your receipt to be emailed, please provide a legible email address)

Signature of Payee: _____
(Required before mailing or faxing)
Electronic signatures will not be accepted

Phone: (208) 884-7130
Fax: (208) 884-7193
700 S. Stratford Dr., Ste. 120
Meridian, ID 83642

Rev. 6/29/2018