



Elsie Arntzen, State Superintendent
Montana Office of Public Instruction

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How to Initiate Your Fingerprint Background Check

1. Go to your local law enforcement agency or any other agency offering fingerprinting services. Request that your fingerprints be taken for a background check. There may be a charge for this service. **Fingerprints must be clear. Smudged or unclear prints will be rejected. Therefore, we recommend that you complete two fingerprint cards to ensure that your background check can be completed in a timely manner.**
2. Fill out appropriate sections of the fingerprint card(s) with your personal information.
3. Complete the following *specific sections* per given instructions:
 - **Employer and Address:**
 - Montana Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
 - **Reason Fingerprinted:**
 - NCPA/VCA
Teacher Licensure
 - **ORI:**
 - MT025025Y
 - **OCA:**
 - MTST00004
4. Do not fold the completed fingerprint card(s).
5. Mail the completed fingerprint card(s) along with a check payable to the Montana Department of Justice for their processing fee of \$30.
 - Mail to: Montana Department of Justice
Criminal Records & Identification Services
PO Box 201403
Helena, MT 59620-1403

IMPORTANT: DO NOT MAIL YOUR FINGERPRINT CARD(S) TO THE OFFICE OF PUBLIC INSTRUCTION

6. Please be advised that you do need to complete a separate fingerprint-based criminal background check report for the Office of Public Instruction (OPI). The school district cannot share the results of this background check with OPI and OPI cannot share the results of the background check with the school district.
7. The attached Fingerprint Background Check Supplement must be completed by you and returned to OPI (per the instructions on the supplement).

IMPORTANT: DO NOT MAIL THE SUPPLEMENT TO THE DEPARTMENT OF JUSTICE