



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 section of the fingerprint card(s) with your personal information. Complete the following sections as instructed below:

Employer and Address: Montana Office of Public Instruction
Educator Licensure Division
PO Box 202501
Helena, MT 59620-2501

Reason Fingerprinted: Montana Educator Licensure
ARM 10.57.201A

ORI: MT025025Y
DOJ-ST ID BUR
Helena, MT

3. **Do not fold the completed fingerprint cards. Mail the completed fingerprint cards along with a Check for \$27.25 payable to the Montana Department of Justice to the following address:**

Montana Department of Justice
PO Box 201403
Helena, MT 59620-1403

DO NOT MAIL YOUR FINGERPRINT CARDS TO THE OFFICE OF PUBLIC INSTRUCTION

The cards will be returned to you and your application for licensure will be delayed. The fingerprint cards must be sent to the Montana Department of Justice at the address above.

4. **You will need to complete a separate fingerprint based background report for both OPI and your school.** OPI cannot share the results with your school and your school cannot share the results with OPI.

For questions regarding the status of your background check call 406-444-3150. We will notify you by letter of rejected fingerprints and provide instructions on how to complete the process again.