



Susie Hedalen, State Superintendent  
Montana Office of Public Instruction

## How to Initiate Your Fingerprint Background Check

**Per FBI regulations, the Office of Public Instruction (OPI) cannot accept fingerprint-based background check results that were processed for any purpose other than for Teacher Licensure.**

Fingerprints must be clear. Smudged or unclear prints will be rejected by the FBI. Therefore, we recommend that you complete and submit two fingerprint cards, to ensure that your background check can be completed in a timely manner.

### Instructions

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. Remember to have two fingerprint cards completed.
2. Fill out appropriate section on the fingerprint card(s) with your personal information.
3. Complete the following specific sections on the fingerprint card(s) with the following information:
  - **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 \$30.00.
  - Mail to:  
Montana Department of Justice  
Criminal Records & Identification Services  
PO Box 201403  
Helena, MT 59620-1403

**Do not mail your fingerprint card(s) to the Office of Public Instruction (OPI), the OPI cannot process the cards and will have to mail them back to you.**

The OPI cannot share the results of your background check with any school district or other entity, you may request a copy of your results with this [form](#).