



Department of Public Health and Human Services

Early Childhood & Family Support Division ♦ 1625 11th Avenue ♦ P.O. Box 4210 ♦ Helena, MT 59620-4210

♦ Phone: 406-444-2012 ♦ Fax: 406-444-2750

Jamie Palagi, Division Administrator

Adam Meier, Director

Greg Gianforte, Governor

TO: Licensed MT Child Care Providers, MT Child Care Resource and Referral agencies, MT Early Childhood Project and Other Interested Parties

FROM: Patty Butler, Early Childhood Services Bureau Chief

SUBJECT: Fee waived for FBI Fingerprint-Based Background Checks

DATE: May 21, 2021

Beginning June 1, 2021, ECSB will pay the \$30 fee for child care staff FBI checks.

- All childcare staff (all ages) and household members (age 18 and up) are required to satisfactorily complete an **FBI Check** every 5 years.
- All CCR&Rs are now providing fingerprinting opportunities.
- Starting **October 1, 2021** new hires will be required to have satisfactory results cleared prior to working in a child care facility.

How to complete an FBI check:

1. Applicant makes an appointment at local CCR&R or sheriff's office to get fingerprinted.
 - a) Fingerprinting at the CCR&R agency is done by using a Livescan process and will automatically be sent.
 - b) Other offices will roll prints on hard copy and must be mailed.
2. Applicant completes and signs acknowledgement of rights (**Applicant Rights and Consent to Fingerprint**) and NCPA/VCA form. ([FBI Forms](#)).
3. Applicant must show a **picture ID** issued by an authorized state or federal agency.
4. For hard copy prints: send 2 sets of prints along with FBI forms listed above (2 pages) to:

Child Care Licensing
PO Box 4210
Helena MT 59620

If you have further questions, please contact the individuals below:

Penny Job
CCL Program Manager
406-444-5977
PJob@mt.gov

Rhonda Schwenke
CCL Program Manager
406-466-2325
RSchwenke@mt.gov

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