



IDAHO STATE POLICE
BUREAU OF CRIMINAL IDENTIFICATION



NON-CRIMINAL JUSTICE CRIMINAL HISTORY RECORDS
FINGERPRINT CHECK REQUEST
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.
Please print clearly in blue or black ink.

REQUEST (check one)	
<input type="checkbox"/> I am requesting an Idaho criminal history check on the subject named below.	
<input type="checkbox"/> I am requesting a copy of my Idaho criminal history check.	
Name	Date of Birth
Requester Name (if different)	Reason for Criminal History Check
Address of Requester (Results will be mailed to this address.)	
RESULTS	
Record Attached <input type="checkbox"/>	No Record Found <input type="checkbox"/>
BCI Initials _____	Date _____

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. BCI will return the fingerprint card with the search results. Fingerprints provide a positive method of identification. The fingerprint card must be completed and include: name (print), alias names (including maiden and previous married names), current address, sex, date of birth, and (optionally) social security number. The subject of the check must also sign and date the card. The date must be within 180 days of the fingerprint card submission.

A check made payable to Idaho State Police must accompany the fingerprint card. **The fee is \$10 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 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."

P.O. BOX 700 MERIDIAN, ID 83680-0700 - (208) 884-7130 - FAX 884-7193

Hansen School District No. 415

COMMUNITY RELATIONS

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