

**Idaho State Police**  
Bureau of Criminal  
Investigation 700 S. Stratford  
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(208) 884-7130  
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## **Idaho Applicant Fingerprint Program For Criminal History Record Checks by a Qualified Entity Under the National Child Protection Act of 1993, as amended**

In 1993, Congress passed the National Child Protection Act (NCPA) that authorized criminal history record checks for persons who work with children in either an employee or volunteer status. This Act was amended in 1994 to include elderly and disabled persons. The Idaho State Police (ISP), Bureau of Criminal Identification (BCI), has established a program pursuant to the NCPA to permit qualified entities to submit fingerprint cards on employees and volunteers to receive state and federal criminal history information, in order to promote a broader exchange of criminal history information for purposes of assisting entities that provide care, treatment, education, training, instruction, supervision or recreation to children, the elderly or individuals with disabilities. The state and national criminal history record checks can help screen volunteers and employees associated with these entities and could help prevent the abuse of those served by the entities.

The ISP BCI maintains the state's central repository of criminal history information. The repository is an automated database of records based on arrests reported to BCI from Idaho criminal justice agencies. As per Idaho Code, Section 67-3008, the bureau shall be the state's sole source of fingerprint submissions for criminal justice and applicant or licensing purposes to the Federal Bureau of Investigation.

### **The mission of this NCPA program is to protect:**

Children (any unmarried person under 18 years of age, who has not been emancipated by order of the court);

The elderly (a person who is 60 years of age or older);

Individuals with disabilities (persons with a mental or physical impairment who require assistance to perform one or more daily living tasks)

### **Program Qualifications Instructions**

To become a “qualified entity” through the ISP BCI, under the Child Protection Act of 1993, as amended, an organization will need to do the following:

1. Download a copy of the Qualified Entity Application and the User Agreement from our website **OR** Contact the ISP BCI, at (208) 884-7141 or (208) 884-7159 to request a copy of each document to be mailed to the organization.
2. Complete and submit a Qualified Entity Application to BCI explaining what functions the organization performs that serves children, elderly, or disabled persons.
3. Sign the User Agreement that sets forth the terms and conditions under which criminal history background checks authorized by the NCPA of 1993, as amended, shall be conducted. (The BCI will retain the original signed User Agreement and give a copy to the authorized entity).
4. Submit both the NCPA Qualified Entity Application and the User Agreement to the BCI. (The BCI will retain the original signed User Agreement and Qualified Entity Application, and give a copy to the authorized entity) The BCI will review the application and contact the organization's designated representative to inform him or her whether the requirements are met.

**Mail form(s) to:**

ISP/BCI

700 S. Stratford Dr. Ste. 120

Meridian, ID 83642

### **Instructions To Obtain Criminal History Record Information**

1. Submit a completed applicant fingerprint card. The applicant must include the following items on the fingerprint card: signature, printed name, alias names (including maiden and previous married names), current address, citizenship, descriptive data, date of birth, place of birth, and reason for being fingerprinted. The official/person taking the fingerprints must sign and date the card. The date must be within 180 days of the fingerprint check submission.

## **Fingerprinting Services**

Fingerprinting services are offered at most law enforcement agencies. Call the agency in your area to confirm the service, and to schedule a date and time to be fingerprinted. Remember to ask if there is a fee for the service. If you are coming to our location to be fingerprinted, you do not need to schedule an appointment. We are located at 700 S. Stratford Dr. in Meridian. We are open from 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding holidays. Our fee is \$10.00 for the first card and \$5.00 for each additional card. We accept cash, check or credit card payments. This does not include the background-processing fee.

2. Submit a completed and signed copy of the Waiver Agreement and Statement form. This form can be downloaded from our website, or the BCI will mail a copy of the Waiver and Statement form to the qualified entity. Each subject of a background check must sign this form. The signed Waiver Agreement and Statement allows the release of state and national criminal history record information to the qualified entity.

**IMPORTANT: The original Waiver Agreement and Statement form must be retained by the Qualified Entity for as long as the employee or volunteer is working for the Qualified Entity, or for five years, whichever is longer. The Qualified Entity will be subject to audits by ISP, and could be chosen for a triennial FBI audit.**

3. Submit a \$39.75 check or money order from the organization for **each** employee, **OR** a \$38.50 check or money order for **each** volunteer.

## **Billing Status Requests**

Qualified entities may participate in monthly billing in lieu of submitting payment with each request. To obtain billing status, the entity must complete a BCI Billing Status Request form. The BCI will make the approval determination and notify the requesting agency of its decision. To obtain our Billing Status Request form, you will need to call (208) 884-7141.

**After Submission of the Card, Form and Fee, BCI will provide the following:**

1. A notification that the individual as described on the fingerprint card does not have a criminal history record; or

2. A copy of the individual's criminal history record.

Upon receipt of a background check report lacking disposition data, the requesting entity may conduct research in whatever State and local record keeping systems are available in order to obtain complete data. The following link contains County District Court Contacts:

Idaho Supreme Court Data Repository

County Contact Information

<https://www.idcourts.us/repository/start.do>

### **Timetable For Results of Criminal History Record Checks**

The National Child Protection Act requires the BCI and the FBI to make a reasonable effort to return criminal history information to authorized entities within 15 business days. This does not include mail time.

The BCI endeavors to process Idaho and FBI criminal history checks within 3-5 business days of receipt, excluding holidays and mail time, as long as the request is appropriate.

The request may be hand delivered or mailed to the BCI. Please keep in mind, the BCI does not telephone, email or fax results.

Delays in the process will occur if fingerprint card(s) received do not have all the required data, payment, or are rejected by the FBI because of poor image quality. The BCI will return the fingerprint card(s) to the requesting authorized entity along with a form explaining the reason for the rejection.

### **Rejected Fingerprint Checks**

If the first fingerprint card submission is rejected because of poor image quality, fingers out of sequence or missing notations on amputations, etc., the BCI will mail the fingerprint card, along with a rejection form, back to the requesting entity. The entity will need to send in a new set of fingerprints, along with the attached rejected fingerprint card and form. There is no charge for the reprint. If the reprint rejects, the submission of a third fingerprint card will be treated like a first time submission, and the fee will apply.