

## Background Check Instructions

Montana State University-Billings requires that all applicants for Graduate Program Admission, the Educator Preparation Program, and the School Counseling Program complete a background check. Candidates cannot be admitted to these programs until this process has been completed and the Office of Field Experiences and Licensure has received and reviewed the report from the Montana Department of Justice.

College of Education students are required to have a clear and current background check on file to participate in any field experiences required for their degree or program. Criminal Background checks are valid for two years from the date the report is generated by the Department of Justice. Please keep in mind that any break in attendance that spans a year or more will require that this process be re- completed to be eligible for readmission. Also be aware that additional background check requirements apply to student teaching.

### The Process

1. Choose a fingerprinting service to have your fingerprint card completed. Please note that there is a fee associated with this service and they will vary from service to service. If you choose to use a service not listed below, please reach out to them to see what specific restrictions they may have and any requirements they may have in place. Please note: **a government issued ID is always required for fingerprinting services and you must know your social security number.**
  
2. When completing your fingerprinting process please let the fingerprinting agent know that the Field Experiences and Licensure office will provide the information for Employer and Address, Reason Fingerprinted, ORI, and OCA sections of the fingerprint card prior to sending to the Montana Department of Justice for your report.

MSUB University Police Department	1 <sup>st</sup> Floor of the Poly Drive Parking Garage *Please use the parking office door	Website: <a href="https://www.msubillings.edu/police">https://www.msubillings.edu/police</a>	By Appointment only- must schedule on the website	Cash or Check only \$10.00 for the 1 <sup>st</sup> card \$5.00 per additional card
Crime Prevention Center (CPC)	2910 3 <sup>rd</sup> Ave. North Billings, MT	Phone: (406)247-8590	Walk- in available but appointment preferred	Cash or Check only \$20.00 per card
Call O Way Fingerprinting	206 N 29 <sup>th</sup> St. Suite #22 Billings, MT	Phone: (406)281-3473	8am-5pm Mon- Sat By appointment only (does offer same day appointments)	Cash or Credit/Debit \$20.00 per card

3. Once you have your completed fingerprint card, please submit it to the Office of Field Experiences and Licensure in the College of Education Room 263 or mail it to Office of Field Experiences and Licensure, ATTN: Nicole Bookheimer, COE Rm. 263, 1500 University Dr. Billings, MT 59101. Along with your completed fingerprint card the following items are also required:

- \$25.00 CHECK or MONEY ORDER (this office cannot accept cash) made out to the Montana Department of Justice
- Signed Applicant Rights and Consent to Fingerprint Form
- Completed and Signed NCPA/VCA Applicants Form

**\*\*\*These forms are available in the Office of Field Experiences and Licensure for those students that are local. For remote students please contact Nicole Bookheimer at [nicolebookheimer@msubillings.edu](mailto:nicolebookheimer@msubillings.edu) and she will provide you with everything you need to complete the process.**

4. Once all required components are submitted to the Office of Field Experiences and Licensure, they will be submitted to the Criminal Records Identification Services Section (CRISS) for processing. **This process cannot be completed if any of the above-listed components are missing.**
5. Within 4-6 weeks the CRISS will send the report back to the Office of Field Experiences and Licensure for review
6. Once the criminal background report has been received the Office of Field Experiences and Licensure will email the applicant verifying the report was received and outlining any further steps that may be needed based on the report's findings.

For any questions on this process please contact the Office of Field Experiences and Licensure:

Nicole Bookheimer		Traci Sgrignoli
Field Experiences and Licensure Technician		Director of Field Experiences and Licensure
	-or-	
College of Education Office 263		College of Education Office 262
406-657-2293		406-657-1670
<a href="mailto:nicolebookheimer@msubillings.edu">nicolebookheimer@msubillings.edu</a>		<a href="mailto:traci.sgrignoli@msubillings.edu">traci.sgrignoli@msubillings.edu</a>

**APPLICANT**  
\* See Privacy Act Notice on Back

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM FIRST NAME MIDDLE NAME

FBI

LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

O  
R  
I

**MT025025Y**

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB  
Month Day Year

CITIZENSHIP CTZ

SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA  
**MTSC00121**

LEAVE BLANK

EMPLOYER AND ADDRESS  
**MSU-Billings | College of Education**  
**Attn. Traci Sgrignoli, Dir. of Licensure**  
**1500 University Dr. Billings, MT 59101-0245**

UNIVERSAL CONTROL NO. UCN

ARMED FORCES NO. MNU

CLASS \_\_\_\_\_

REASON FINGERPRINTED  
**NCPA-VCA**  
**Student Teaching**  
**Volunteer**

SOCIAL SECURITY NO. SOC

REF. \_\_\_\_\_

MISCELLANEOUS NO. MNU

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

**This is a sample fingerprint card.**  
**Please complete all highlighted areas before**  
**returning this card to the Office of Field**  
**Experiences and Licensure.**