



## Idaho Supreme Court

From the desk of...

**Janice Beller**

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**FROM:** Janice Beller, Fingerprint Coordinator  
Idaho Supreme Court

**DATE:** February 1, 2015

**RE:** Instructions and Requirements for Criminal History Checks

Thank you for your interest in serving as a Parenting Coordinator or Supervised Access Provider. In order to complete your required criminal history background check, this document is designed to answer the most common questions regarding the process.

Your final packet should include the following documents:

- Completed **rolled fingerprint card**.
- **Self-Declaration & Authorization for Criminal History Check** (two pages), signed by the applicant **under oath and notarized**.
- **Authorization and Consent to Release Information**, signed by the applicant **under oath and notarized**.
- **Non-Criminal Justice Applicant Privacy Statement**, signed by the applicant.
- **Money order** in the amount of **\$39.75**.

Please return your fingerprint card, money order, and the documents listed above to:

Idaho Supreme Court  
Attn: Janice Beller  
P.O. Box 83720  
Boise, Idaho 83720

### Fingerprint Card Instructions

Fingerprint cards should be requested from the Idaho Supreme Court via an email to [jbeller@idcourts.net](mailto:jbeller@idcourts.net). You will receive an email confirmation from the Court when your card is in the mail.

All fields on the fingerprint card must be completed and the card signed by the applicant, **prior to being fingerprinted**. In order for the criminal records check to be processed, the correct ORI (receiving agency designation) must be on the fingerprint card. The card provided to you by the court has the correct ORI. If you use a blank fingerprint card, please make sure you add the correct ORI to the card. All supporting documentation must accompany the fingerprint card. ISP requires that the fingerprint card and supporting documentation listed above is complete prior to processing the criminal history check. The court will not fill in missing information, so your packet will be returned if incomplete, which will result in a processing delay. Criminal history checks usually take between four and six weeks to complete.

### Rolling Prints

If you live outside of Ada County, you may contact your local sheriff's office to arrange for fingerprinting. Please contact ISP at (208) 884-7130 for a list of agencies in your area that provide fingerprinting. Your local law enforcement agency may charge you up to \$10.00 to roll fingerprints. If you live in Ada County, please contact ISP at (208) 884-7130 to make arrangements with them to roll your fingerprints. Please be advised that if some or all of the prints are dark, smudged or otherwise unclear, the FBI may return the fingerprint cards with a request that the prints be re-rolled. This may result in an additional cost and delay in processing.

### Application and Privacy Statement

Both documents are available in one file on the Supreme Court website. Please access them at: <http://www.isc.idaho.gov/files/2012%20Unified%20CHRI%20Application.pdf>. Page one of the application should be filled out online and when completed, the entire packet printed. Please sign and notarize the Criminal History Check Self-Declaration and Authorization to Investigate where requested. It is important to include all known aliases, including maiden name, where applicable. Read and sign the FBI Privacy Statement. Send the original packet (not a copy), including the privacy statement, with your fingerprint card paper clipped at the top.

### Sex Offender Registry

In accordance with Idaho Court Administrative Rule 47, court staff will check the Sex Offender Registry as part of your criminal history check.

### Updating Criminal History Checks

Idaho Court Administrative Rule 47 requires a criminal history check at least every five (5) years. We will try to keep track of the anniversary date for you; however, individual service providers are responsible for making sure they are in compliance with Idaho Court Rules and Statutes and that criminal history checks are updated timely.

**If you have any questions or need additional information, please contact me at:**  
[jbeller@idcourts.net](mailto:jbeller@idcourts.net) or 947-7452.