

Thank you for your interest in serving as a Parenting Coordinator or Supervised Access Provider. This document is designed to answer the most common questions regarding the forms and fees required to complete the mandatory criminal history background check.

Please complete the following (single-sided originals):

- Two (2) completed **rolled fingerprint cards** (please use the cards the Court sends you to ensure the appropriate codes are noted.)  
**Include a check or money order in the amount of \$32.00 payable to the “Idaho Supreme Court”** for fingerprint processing.
- Completed **Self-Declaration & Authorization for Criminal History Check**.
- Photocopy of **driver’s license or other government-issued form of identification**.
- **Authorization and Consent to Release Information from the Idaho Child Abuse and Neglect Central Registry**, signed on **both pages** in the presence of a **NOTARY**.  
**Include a check or money order in the amount of \$20.00 payable to “IDHW”** for registry processing.
- **Idaho State Police, Bureau of Criminal Identification, Non-Criminal Justice Applicant Privacy Statement**, signed and dated.

Please return your fingerprint cards, checks or money orders, and the completed documents (single-sided originals) to:

Idaho Supreme Court  
Attn: Background Check Coordinator  
P.O. Box 83720  
Boise, Idaho 83720-0101

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### Fingerprint Card Instructions

To request fingerprint cards with instructions to assist you in completing them, email [AOCFingerprint@idcourts.net](mailto:AOCFingerprint@idcourts.net).

All fields on the fingerprint cards must be completed and the cards 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 cards. The cards provided to you by the Idaho Supreme Court (Court) have the correct ORI. If you use blank fingerprint cards, please make sure you add the correct ORI to the cards. All supporting documentation must accompany the fingerprint cards. Idaho State Police (ISP) requires that the fingerprint cards and supporting documentation listed above is complete prior to processing the criminal history check. The Court cannot fill in missing information, so your packet will be returned if incomplete, resulting 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

The first three pages of the application should be filled out online and when completed, the entire packet printed single-sided. The application may also be handwritten. It is important to include all known aliases, including maiden name, where applicable. The Self-Declaration & Authorization for Criminal History Check must be signed and dated. Read and sign the ISP Noncriminal Justice Applicant Privacy Statement. Send the original packet (not a copy), including privacy statement, with your fingerprint card paperclipped 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 the criminal history check.

### Updating Criminal History Checks

Idaho Court Administrative Rule 47 requires a criminal history check at least every five (5) years. The Court attempts to notify service providers of due dates. However, the anniversary due date for the criminal history check is the individual service provider's responsibility, as is

remaining in compliance with Idaho Court Rules and Idaho Statutes and ensuring that criminal history checks are updated timely.

**If you have any questions or need additional information regarding fingerprints or criminal background check paperwork, please contact [AOCFingerprint@idcourts.net](mailto:AOCFingerprint@idcourts.net) or phone (208) 947-7456.**