

- To challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at: <https://www.wvoems.org/media/355447/fbi%20challenge%20of%20record%20brochure.pdf> . The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.
- If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at dojitsdpublicrecords@mt.gov or 406-444-3625.
- ***Candidates have 45 days to provide the results of any challenged record(s).***
- ***All record challenge information is to be submitted to Jennifer Burns, Licensure Officer, College of Education, Rm 262 (scheduled appointment only, jburns@msubillings.edu, 406-657-2293) or by postal mail to MSU Billings, Attention: Jennifer Burns, 1500 University Drive, COE, Rm 262, Billings, MT, 59101.***
- ***Course registration for any course requiring the background report is based on the background report received, this includes student teaching or school counseling internship applications, regardless of record challenge status.***