

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 Licensure Specialist 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 College of Education 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.

Criminal Background Check Locations

Provider	Address	Contact	Appointment Type	Payment
MSUB University Police Department	1 st Floor of the Poly Drive Parking Garage *Please use the parking office door	Website: msubillings.edu/police	By Appointment only- must schedule on the website	Cash or Check only \$15.00 for the 1 st card \$10.00 per additional card
Crime Prevention Center (CPC)	2910 3 rd 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 th 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 Licensure Specialist in the College of Education Room 262 or mail it to the following address, ATTN: Nicole Bookheimer, COE Rm. 262, 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 for those students that are local and we be completed upon the submission of materials. For remote students please contact Nicole Bookheimer at 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 College of Education, 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 Licensure Specialist for review
6. Once the criminal background report has been received the Licensure Specialist 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 please contact:

Nicole Bookheimer Licensure Specialist

College of Education Office 262

nicolebookheimer@msubillings.edu 406-657-2293