



Child Care Update- March 11, 2021

Fingerprinting Resumes for Child Care in Montana

Effective **March 16, 2021**, all childcare staff and household members (age 18 and up) will once again be required to satisfactorily complete an **FBI Check**. The FBI check must be conducted pre-service (employment) and every 5 years after that. Anyone younger than 18 years of age will be required to have a parent/guardian sign off on the release form.

District 7 HRDC Child Care will offer fingerprinting on a limited basis due to construction in our building. We will update the access to our building as construction changes. Appointments will be required. We will offer scanned prints for child care providers, staff, or family members over 18 years of age, a \$30 payment must be made to HRDC 7 a week before the appointment and there will be **no refunds**, but appointments may be rescheduled. HRDC 7 will forward payments to Department of Justice.

For all prints, an individual must arrive timely (5 minutes before to 5 minutes after appointment) or the appointment will be forfeited. Remember parking downtown may be challenging so plan ahead. Someone expecting to be fingerprinted will arrive alone (no spouses, children or co-worker, etc. will be let in at the same time), wearing a mask covering mouth and nose at all times, have a valid picture ID, will be met by a child care staff at the door, will have a health check and must pass. The person must wash hands at HRDC prior to fingerprinting. If some fails to pass the health check, they will be escorted out of the building and may call or email for another appointment.

All appointments will be made by calling 406-247-4754 or emailing dbogunovich@hrdc7.org. You may leave a message or follow the message for another extension as directed. An emailed confirmation with a payment form will be sent out and must be returned with a check written to HRDC 7, money order or cash. Remember we have a drop box at the front door or you may mail to HRDC 7, PO 2016, Billings, MT 59103.

Providers who have a STARS 1-5 rating, will call to register, arrive at HRDC for prints alone and follow all health and safety precaution as stated before.

Other community resources for fingerprinting available:

Crime Prevention Center, 406-247-8590—Open 9am to 4pm. Call for an appointment and remember to bring a current picture ID. Prints are \$20 and then you will be responsible to send with \$30 check or money order to “Montana Criminal Records” and sent to Child Care Licensing with other papers to PO Box 4210, Helena, MT, 59620.

Call O Way, 406-281-3473—provide fingerprints to the public 9am-5pm. These are \$20 for ink prints. Services are offered two Saturdays per month for appointments. As above, the provider or director will send \$30 check or money order to “Montana Criminal Records: and send to Child Care Licensing in Helena. **DO NOT do digital prints as these will not cover all the areas needed for Child Care Licensing.**

Local Sheriff/Police offices—look in your community, fees vary, appointments may be required.

PLEASE DO NOT get digital FBI prints. By going through Montana Department of Justice, the prints are verified with the FBI and Montana Criminal History.