

# INSTRUCTIONS for Fingerprinting/Criminal Check

*Take the fingerprint card to either the **University Police** or the **Law & Justice Center***

## University Police

1. **Pick up** fingerprint card in 247 Reid Hall
2. **Call** University Police, 994-2121, to see if an officer is available to take your fingerprints. University Police is open 24 hours a day, 7 days a week
3. **Take** card and drivers license to University Police, corner of Kagy and 7<sup>th</sup> Ave.
4. **Pay** \$5.00 fee to University Police to have fingerprints taken
5. **Return** fingerprinted card to Reid 247
6. **Write** check for **\$29.25** payable to **Criminal Records** to pay for your background check
7. **Sign** Consent and Release form.

## Law and Justice Center

1. **Pick up** fingerprint card in 247 Reid Hall
2. **Call** Law and Justice Center Detention Center at 582-2134 for the hours and days fingerprinting is done
  - a. Hours and days change, so this phone call is important if you do not want to make a wasted trip
3. **Take** card and drivers license to 611 South 16<sup>th</sup>
  - a. Fingerprinting building is next to Law and Justice Center
4. **Pay** \$10.00 fee to have fingerprints taken
  - a. **Check or money order: make payable to Gallatin County Treasurer**
  - b. **Cash: bring exact change**
5. **Return** fingerprinted card to Reid 247
6. **Write** out a check for **\$29.25** to **Criminal Records** to pay for your background check
7. **Sign** Consent and Release form.