Several education courses in the Teacher Education Program (TEP) require pre-service students and teacher candidates to receive a background check prior to their field experience. School counseling students must also receive a background check. The Field Placement & Licensure Office offers the information below on how to obtain a background check.

**FEES:** There are two fees associated with obtaining a background check to fulfill course requirements and student teaching:
1. **Fingerprints:** $15.00 University Police or Gallatin County Detention Center. Cash or check.
2. **Dept. of Justice Fee:** $27.25. This fee is for processing your background check. Check or money order made out to CRIMINAL RECORDS (no cash or debit/credit cards).

These two fees cannot be combined as one since they are for two separate entities.

This packet includes:
- Fingerprint Card Instructions
- Blank Fingerprint Card
- National Child Protection Act/Volunteers for Children Act (NCPA/VCA) Form
- Field Experience Consent and Release Form.

**STEP ONE: FINGERPRINTS**

**University Police** (406) 994-2121 (corner of Kagy/S. 7th) – Please fill out the fingerprint card prior to getting fingerprints done.

Days: Monday and Thursday
Hours: 9:00am – 12:00noon; 2:00pm – 5:00pm (call first before to ensure an officer is available). We also suggest to check out their website as the hours may change (http://www.montana.edu/police/services/index.html).

What to bring:
- Driver license or passport or state ID
- $15.00 (cash or check made payable to University Police)
- Completed fingerprint card

**Gallatin County Detention Center** – 605 South 16th Avenue (located behind Law & Justice Center) – Do not complete the fingerprint card. Fingerprint cards are done electronically. The Detention Center will fill in your information.

Hours/Days:
- Tuesday, Wednesday, Thursday 3:00pm – 4:30pm
- Tuesday 7:00pm – 8:30pm
- Saturday: 12:00pm – 2:00pm

What to bring:
- Driver license or passport or state ID
- $15.00 (cash or check made payable to Gallatin County)
- Blank Field Placement & Licensure office fingerprint card from packet

**STEP TWO: BACKGROUND CHECK PAPERWORK**

Submit the following paperwork to: 247 Reid Hall, Field Placement & Licensure Office
- Fingerprinted card
- National Child Protection Act/Volunteers for Children Act (NCPA/VCA) Form (front and back)
- Field Experience Consent and Release Form
- Check or money order for $27.25 made payable to CRIMINAL RECORDS (no cash or debit/credit cards).