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:** $10.00 (University Police) or $15.00 (Gallatin County Detention Center). Cash or check *(no debit/credit cards).*
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 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.

Follow these two steps for fingerprints and a background check:

**STEP ONE: FINGERPRINTS**

There are two ways to get your fingerprints done in Bozeman: **University Police** or the **Gallatin County Detention Center**.

*Please fill out the fingerprint card prior to getting fingerprints done.*

**University Police** (406) 994-2121 *(corner of Kagy/S. 7th)*

Days: Monday and Friday

Hours: 8:00am – 12:00noon; 2:00pm – 5:00pm *(call first before to ensure an officer is available)*

What to bring:
- Driver license or passport or state ID
- $10.00 *(cash or check made payable to University Police)*
- Fingerprint card

**Gallatin County Detention Center** – 605 South 16th Avenue *(located behind Law & Justice Center)*

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

What to bring:
- Driver license or passport or state ID
- $15.00 *(cash or check made payable to Gallatin County)*
- Fingerprint card

**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).*