

Health & Welfare Criminal History & Background Check Applicant Guide

Criminal History Unit Website
<https://chu.dhw.idaho.gov>

E-mail
crimhist@dhw.idaho.gov

1720 Westgate Drive
Ste. A-2
Boise ID 83704

Phone: (208) 332-7990
Toll Free: (800) 340-1246
Fax: (208) 332-7991

Agency ID # _____

Contact: _____

Why is a background check needed?

All persons petitioning to be appointed as a guardian & conservator of an incapacitated adult are required to complete a fingerprint-based Department Criminal History and Background Check in accordance with I.C. 56-1004A.

Will this background check meet the Certified Family Home program requirements?

No. The court required background check is not the same as the one required for Certified Family Home. A separate background check is required for anyone that wishes to participate in the Certified Family Home program. Contact the Certified Family Home department for

further information on their requirements:
www.cfh.dhw.idaho.gov.

How much does it cost?

The standard fee for a guardian & conservator background check is \$65.00. The applicant is responsible for any additional costs incurred by the Department to complete the background check.

Before you apply:

You will need an Agency Identification Number. Without it, the system will not let you complete the application.

Where do I find the Agency Identification Number?

That number is given to you from the agency or person that is requiring a criminal history and background check.

What does the application for a criminal history and background check ask?

The application is a self-declaration of the person's criminal background and other relevant records. All criminal history items the applicant has, must be self-disclosed. This includes juvenile and adult records, such as arrests, convictions, dismissals and/or withheld judgments. They are asked a series of questions about themselves regarding any negative findings, complaints or actions against them in any child or adult protection action, if they have any pending crimes or warrants or any other relevant record. Their notarized signature on the application gives the Department authorization to conduct the background check and the right to share certain information with entities on a need to know basis. Also, it affirms the information

they provided is correct. Failure to disclose any items pertaining to their record, may result in criminal prosecution for perjury.

What is reviewed in the background check?

The background check is a nationwide search of crimes using your fingerprints. The Criminal History Unit also checks these registries:

- FBI's National Criminal History Background Check System
- State Bureau of Criminal Identification
- Statewide Child Abuse & Neglect Registry
- Statewide Adult Protection Registry
- State Department of Motor Vehicles
- Federal and State Sex Offender Registry
- Office of Inspector General Exclusion List
- State Certified Nurse Aide Registry

How do I get started?

Visit, <https://chu.dhw.idaho.gov>. Click the REGISTER/LOG ON link to begin the application process (view FAQ's on the website for further assistance).

To start the process:

1. First time user, register as a new applicant to create a username and password. Make note of this, you will use this several times.
2. Next, log on with your new username and password.
3. Choose Complete Application towards the top of the screen.
4. Fill in all required fields. Click NEXT at the bottom of each page to advance to the next screen.
5. Once complete, click SUBMIT.
6. It will take you to the scheduling tool to make your fingerprint appointment.

What do I bring to the fingerprint appointment?

1. Valid Photo ID
2. Payment (if applicable)
We accept cash (exact amount), check, money order, credit/debit card (additional \$1.95 service charge)

I live in a rural area or out of state and can't get to an IDHW fingerprint location

You will still need to submit your application on the website. However, instead of scheduling a fingerprint appointment, you will click Mailing Fingerprints instead.

Next, call or e-mail the Criminal History Unit and request a fingerprint packet to be mailed. You must use FD-258 fingerprint cards.

When you receive the fingerprint packet in the mail, ask your local law enforcement agency to collect your fingerprints on the cards we sent to your address.

Lastly, mail your signed and notarized application, fingerprint cards and fee to the indicated mailing address on the website.

How do I know when the background check is complete?

If a valid e-mail address was provided, the website sends an e-mail to the agency anytime an applicant's background check status changes. If an e-mail address was not provided, you will have to check the website periodically for the status of the background check. If any action is taken, other than completion, your agency will be notified by mail.

Frequently Asked Questions:

Why can't a Guardian/Conservator background check be used by the Certified Family Home?

In 2013, when Idaho changed existent laws to require the completion of a Health & Welfare background check as a required step in the appointment of Guardians or Conservators, the FBI assigned a specific fingerprint reason to Health & Welfare to complete the Guardianship / Conservatorship background checks. This reason is different than the one assigned for a Certified Family Home. Therefore, a separate set of fingerprints must be submitted for each type of background check. Due to this federal requirement, the Department is in fact completing two separate and distinct background checks. The Department is obligated by federal law to do so.

It seems that the Department is charging twice for doing the same thing. What is the difference?

While it appears that the Department is charging twice for completing the same task, it is not. When the Department conducts a background check in support of the Guardianship/Conservatorship process it is doing nearly identical work as it would for a Certified Family Home background check. The difference lies in the fact that the Department does issue a clearance or denial for the Certified Family Home program. The Department does not issue a clearance or denial for the Guardianship/Conservatorship process. The Department is in fact excluded by law from making fitness decisions on Guardianship/Conservatorship situations. Since a Guardian/Conservator background check may reveal records that would otherwise disqualify the person from passing the background check for a Certified Family Home, the results of a Guardianship / Conservatorship background check cannot be used for the Certified Family Home program and vice versa.

The cost of both the Guardianship/Conservatorship and the Certified Family Home processes are substantial. Is there any relief available for those that are seeking both?

The Department is sensitive to the costs of these processes. Therefore, the Department is willing to waive the fee for one of the background checks only if they are being done simultaneously. If a person completes one background check, and then initiates another one later, the Department will charge the fee for the second one. The Department recommends that any person that is considering the Certified Family Home program as an option, contacts the Criminal History Unit for further instructions.

If I choose to have both background checks done at the same time, what should I do on the Department website?

If a person chooses to have both background checks done, they must have two different applications in the Department's website. The Department needs to submit one set of fingerprints for each background check. For technical reasons, this can only be done with separate applications in the Department's website. One application should have the Guardian/Conservator agency identification number linked to it. The second application will reflect the Certified Family Home agency identification number. If a person uses both agency identification numbers in one application, one of them will be removed and the applicant will be asked to apply for a second background check on the website.

Do I need to schedule two separate fingerprint appointments if I choose to have both background checks done?

No. The Department can take two sets of fingerprints at the same appointment as long as the Guardian/Conservator background check application is submitted first. The Department technician will collect the fee of one criminal history and background check during the appointment. If the Guardian/Conservator application was not submitted first, the applicant will be asked to re-apply and schedule another appointment and the fee will not be waived for the second application.

I am mailing my application in. What other helpful tips do you have?

If you are submitting your background check materials in the mail, you must include the required items below:

1. A copy of the signed and notarized self-disclosed application printed in its entirety
2. Two (2) completed fingerprint cards per background check application (total of four)
3. The applicable fee as displayed on your application status page.