

Health & Welfare Criminal History & Background Check Applicant Guide

Criminal History Unit web site

<https://chu.dhw.idaho.gov>

E-mail

crimhist@dhw.idaho.gov

1720 Westgate Drive
Boise ID 83704

Phone: (208) 332-7990
Toll Free: 1-800-340-1246
FAX: (208) 332-7991

Agency/Employer ID# _____

Contact: _____

Why I need a background check?

The law now requires all persons appointed as guardians or conservators of individuals with a developmental disability and guardians for incapacitated adults to have a Department of Health & Welfare background check.

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 licensing. A separate background check is required for persons that wish to participate in the Certified Family Home with Health & Welfare. Please contact the Certified Family Home program for further information on their requirements: www.cfh.dhw.idaho.gov

How much does it cost?

The appropriate fee will be listed on your application's status page. Please pay with exact cash, check, money order, or credit/debit

cards. When paying by credit/debit card, a convenience fee will be added to the transaction increasing the total fee.

Before you apply:

You will need an "Agency/Employer's ID#" 4-digit number. Without it, the system will not let you complete the application.

Where do I get the Employer ID #?

You get that number from the agency or person that is requiring you to have the background check.

What type of information will I need?

- You must disclose all of your criminal history. Including juvenile and adult charges, convictions, dismissals, withheld judgments, pending crimes, and warrants.
- If you answer "yes" to any of the questions you must complete a supplemental form with the details.
- You must disclose involvement in child or adult protection actions.

Your notarized Signature on the Application gives Health & Welfare the authorization to conduct the background check and the right to share certain information with the agency that is requiring you to complete the background check. It also affirms that the information you provided is correct. Failure to disclose your criminal record may result in criminal prosecution for perjury.

How do I start the background check?

Go to the web site: <https://chu.dhw.idaho.gov>
Follow the instructions at the home page.

What if I do not have access to a computer or the internet?

If you do not have a computer at home, please

find a resource to assist you with your application, i.e. your local library. Computers are also available at certain Health & Welfare offices for this purpose.

Once I am on the website, what do I do next?

To start the process:

1. Register as a new user to create your personal user name and password. **Write them down and keep them as you will use them several times.**
2. Next, **log on** with your personal user name and password.
3. Choose **Complete Application** from the sidebar menu
4. Fill in the information page after page. Clicking the **NEXT** button at the bottom of each page will take you to the next page.
5. When done, click the **SUBMIT** button
6. Now you can follow the instructions to schedule your fingerprint appointment.

What do I bring to the fingerprint appointment?

- Your picture ID
- The fee

During the background check process, you may be interviewed by Health and Welfare staff.

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

You will still need to enter your application on the web site. However, instead of scheduling a fingerprint appointment, you will click the **Mailing Fingerprints** button.

Next, call or e-mail the Criminal History Unit to request the fingerprint cards you need. You must use our fingerprint card.

When you receive the fingerprint card in the mail, you can ask your local law enforcement

agency if they will roll your fingerprints on our card.

Last, you will mail your signed and notarized application form, fingerprint cards and fee to the indicated Criminal History office.

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 Register
- Statewide Adult Protection Register
- State Division of Motor Vehicles
- Federal and state Sex Offenders Registry
- Office of Inspector General's Exclusion List
- Certified Nurse Aide Registry

How will the agency and I know when the background check is completed?

If you provide us a valid e-mail address, the website sends an e-mail to you and your agency each time your status changes. If you do not have an e-mail address you will have to check your status on the web site periodically. If any action is taken, other than completion, you and your agency will be notified by mail.

The agency requiring you to do the background check also has the following responsibilities:

- Provide applicants with the 4-digit Agency/Employer ID #, service type and contact to select.
- Assist the applicant in submitting their application.
- Review and print background check results.
- Must be trained on using the web site as the agency.

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 Guardianship / Conservatorship 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, apply for both at the same time in the Department website.

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 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 website. One application should have the Certified Family Home agency number linked to it. The second application should have the Guardianship / Conservatorship agency number. If a person uses both agency 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 the same appointment as long as both applications are submitted in the website on the same day. The Department technician will collect the fee for only one of the background checks during that appointment. If the applications were not submitted on the same day, the applicant will be asked to schedule another appointment and the fee will not be waived for the second application.

I am doing this in the mail, is there anything else I should know or do?

If you are submitting your background check materials in the mail, you must supply us with the required items. These are:

- The background check application printed in its entirety, signed and notarized,
- 2 properly completed fingerprint cards per application,
- The correct fee for each application.

Upon processing, the Department will check the submission date of each application on the website. If the dates are different, the Department reserves the right to process only one of them and reject the second one. The Department will process the second application if it's re-sent to the Department and it contains the required items listed above.