

## ***Mail-in Instructions***

You have selected the Mailing Fingerprints option for your Health & Welfare criminal history background check. It is now up to you to complete the process by following the steps in this document.

Your fingerprints must be rolled on **APPLICANT FD-258** fingerprint cards. Most law enforcement offices should be able to provide you these cards. If they cannot, contact us at 1-800-340-1246 or, e-mail us at [crimhist@dhw.idaho.gov](mailto:crimhist@dhw.idaho.gov), and we will send you the cards. We recommend completing two cards per person for best service.

Please be aware that with this option, you may have to pay additional fees to be fingerprinted. These additional costs are not covered in your background check fee payable to us.

**You must mail to us these three (3) items in an envelope that will prevent its contents from being folded, bent or rolled.**

- ✓ **All pages of your original signed and notarized application (You must print it from the website) and,**
- ✓ **The completed fingerprint cards (see the next page for details), and**
- ✓ **The applicable fee as displayed on your application status page. Or, your letter of authorization to invoice the agency. We accept checks or money orders. Please, make them payable to IDHW. Do not send Cash.**

If any items listed here are incomplete or missing, we will return them and we will not process the application. If you are getting a background check for employment, and we reject your application, be aware that this could make you non-compliant with the time frames established in IDAPA 16.05.06. In most cases, if you are an employee, you have 21 days from your date of notarization to get your fingerprints to us. If you are non-compliant, we may contact your employer and ask you to be removed from work until we receive all the required materials.

Locations for mailing these items to are:

From: Northern Idaho; MT; WA	From: Southwest Idaho; CA; NV	From: Southeast Idaho; All other states
Criminal History Unit P.O. Drawer B Lewiston, ID 83501	Criminal History Unit 601 Pole Line, Suite 3 Twin Falls, ID 83301	Criminal History Unit 1070 Hiline Pocatello, ID 83201

If you have any questions about the criminal history process, please call the central criminal history unit toll free at 1-800-340-1246 or, e-mail us at [crimhist@dhw.idaho.gov](mailto:crimhist@dhw.idaho.gov).

