

STATE OF MONTANA
DEPARTMENT OF JUSTICE
DIVISION OF CRIMINAL INVESTIGATION
Criminal Information Bureau

Tim Fox
Attorney General



2225 11th Avenue
PO Box 201403
Helena MT 59620-1403

Revised Fee Schedule* as of March 1, 2016

- Fingerprinting Service (no background check conducted) \$ 5.00**
This fee is for service provided at Criminal Records in Helena. Fee may vary if service obtained from other law enforcement agencies or private vendors.
- Name-Based Background Check (MT Only) \$13.00**
- Online Name-Based Check (CHOPRS) \$14.50**
This is a Montana-Only check. Link is <https://app.mt.gov/choprs>. Fee is payable by debit or credit card or through provisions associated with a Registered User Agreement.
- Montana Fingerprint-Based Check \$10.00**
Also known as WIN or State check. This is a fingerprint-based check of Montana records and seven (7) western states cooperatively sharing records with Montana—Alaska, Idaho, Nevada, Oregon, Utah, Washington, and Wyoming. All these states are members of the Western Identification Network (WIN). This fee does not include fingerprinting service (see above.)
- Federal Fingerprint-Based Check \$27.25**
For background checks conducted for pre-employment, employment, and licensing purposes. This background check and fee includes the Montana (WIN) check, as required by the FBI. Statutory authority is required to conduct these checks. Please contact our office if there are questions regarding the statutory authority. This fee does not include fingerprinting service (see above.)
- Federal Fingerprint-Based Check For Volunteers \$23.25**
For background checks conducted on “Volunteers,” under the statutory authority of National Child Protection Act, as amended by the Volunteers for Children Act (NCPA/VCA). This background check and fee includes the Montana (WIN) check, as required by the FBI. Along with statutory authority, “Reason Fingerprinted” field must also state “Volunteer” and the role of the worker or volunteer. If “Volunteer” is not present in the Reason Fingerprinted field at the time the fingerprint card is submitted for processing, the full fee of \$27.25 will be assessed. (Fee adjustments will not be made if “Volunteer” was not present in Reason Fingerprinted filed at the time of processing; we will have already been charged the full fee by the FBI.) This fee does not include fingerprinting service (see above.)
- Combination Services**
Fingerprinting service plus Fingerprint-Based background check as described above:
- \$32.25 for employment and licensing applicants**
\$28.25 for volunteers
\$15.00 Montana Only

* These fees do not apply for services for fingerprinting or background checks for the purposes of Criminal Justice Employment or CJIN Terminal Security.

Telephone: (406) 444-3625

Fax: (406) 444-0689