

Background Check **Fingerprinting Process**

1. Applicant will have fingerprinting done. Local law enforcement agencies can provide fingerprinting services. Another suggestion is Security by Kenco located at 3416 1st Avenue North. Security by Kenco charges \$2.00 for the print card and \$10 for the printing itself.
2. The fingerprint card along with your check for \$27.25 made payable to Montana Criminal Records will be sent by Lockwood Schools to Montana Criminal Records in Helena. This is the fee the Department of Justice charges for processing your fingerprint.
3. Under the laws the report sent to the district may be shared with other districts or entities with the signature of the individual. A person's report may be copied and given to the individual.
4. If the applicant has already undergone the fingerprinting process the Request for Redissemination form must be filled out and signed by the applicant. **Please indicate to where the request should be sent for a copy of your fingerprint background check report.** Lockwood School Board Policy requires that a fingerprint background check report be on file in the administration office before an applicant can begin employment.