IDAHO STATE POLICE
BUREAU OF CRIMINAL IDENTIFICATION

NAME BASED CRIMINAL BACKGROUND CHECK FORM
of the Idaho Central Repository of Criminal History Records

A $20 processing fee must be included. *Each field marked with an asterisk (*) must be completed. A separate form must be used for each request. Do not use staples on the forms. Make checks or money orders payable to the Idaho State Police.* ***Personal check will only be accepted if issued by the requestor or requesting agency.*** *A $20.00 fee will be charged for any returned checks.*

Please print clearly in blue or black ink only.

REQUEST

Please provide an Idaho Criminal History on the individual named below.

*Last Name	*First Name	Middle Name

Alias Names (Include Maiden/prior Married Names)	*Date of Birth (mm/dd/yy)	Sex	Race	Social Security Number (optional)

Address City State Zip

WAIVER

Idaho law does **not** require a waiver. However, without a signed waiver from the subject of the record, any arrest more than 12 months old, **without** a disposition, cannot be given to a non-criminal justice agency. Any waiver other than this waiver will not be accepted.

I hereby give permission for the requester, named below, to receive any information maintained by the Idaho Bureau of Criminal Identification concerning myself.

Signature _____ Date _____

This signature on the waiver must be within 180 days of the name check submission.

MUST BE COMPLETED BY PERSON OR COMPANY REQUESTING BACKGROUND INFORMATION

*Requesting Person or Company	*Address of Requester (Results will be mailed to this address) Street_____ City, State & Zip Code _____	
*Printed Name of Requester (Print Legibly)	*Signature of Requester	*Phone Number of Requester

Results of Non-Certified Record Search

Record Attached ☐ No Record Found ☐ BCI Initials Date

General Information:

Idaho law does not require a person to give consent. However, without a signed release from the subject of record, any arrest more than 12 months old, without a disposition, cannot be given to a non-criminal justice agency. ***Results of a Name Based Criminal Background Check cannot be notarized.***

Criminal history record information furnished as a result of a non-fingerprint based computerized search is based solely on a search of identifiers provided in the request. Be aware it is not uncommon for criminal offenders to use alias names and false dates of birth, which would adversely affect the completeness and accuracy of a non-fingerprint based search of the Idaho Central Repository of Criminal History Records. No other state or federal agency records can be searched under current law. The bureau does not telephone or fax responses. Please allow ample time for processing this request. Requests are processed on a first come basis.

The records maintained by the Idaho Bureau of Criminal Identification (BCI) are based upon the felony and serious misdemeanor arrests reported to BCI from other Idaho criminal justice agencies. If a person disputes the accuracy of information obtained, that person may challenge the information by writing to the address on this form.

Idaho code 67-3008 (6) states, "A person or private agency or public agency, other than the department, shall not disseminate criminal history record information obtained from the department to a person or agency that is not a criminal justice agency or court without a signed release of the subject of record unless otherwise provided by law.

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