BACKGROUND CHECK PROCEDURES

1. Read *Agency Requirements for Noncriminal Justice Applicants*.
2. Read and sign *Noncriminal Justice Applicant Privacy Statement* and give to IVC Staff.
3. Complete and sign the *Waiver Agreement and Statement for Qualified Entities to Request State and FBI Criminal History Checks* and give to IVC Staff*.*
4. You can get fingerprinting done at the following agencies. The cost is $10 payable in cash or check. Please bring the receipt and fingerprint card to the IVC office. IVC will reimburse you for the fingerprinting cost when you become an active volunteer.

**ALL AGENCIES REQUIRE YOU TO SCHEDULE AN APPOINTMENT.**

* **Twin Falls County DMV** (Twin Falls County West Building, 630 Addison Ave. W., TF). Please call Lt. Michael Wiggins or Deputy Miguel Mendez for an appointment at 208-735-4866.
* **City of Twin Falls Police** (321 2nd Ave. E., TF) Records Dept. 208-735-7226.
* **City of Buhl Police** (201 Broadway Avenue N, Buhl) Records Dept. 208-543-4200.
* **Jerome County Sheriff’s Office** (2151 South Tiger Driver, Jerome) Please call Kelsey Ordaz at 208-595-3303.
* **NOTE** - Other County/City Police Departments may do fingerprinting. You are welcome to call to their services, procedures, and appointment times.

1. Bring or send the fingerprint card with your fingerprints to the IVC office (please do not bend card).
2. IVC staff will send the *Fingerprint Card* and the *Fingerprint Based Criminal Background Check Form* to the Idaho State Police. It will take 3 – 5 weeks to receive the results.

If you have done a background check for someone else, please provide the results of that background check to us so you won’t have to do another one and we won’t have to pay for one to be done.