



## Idaho Criminal Records

To obtain a criminal record from the state of Idaho, please follow the steps listed below in order.

1. A special State Release Form must be *signed*.
2. Key in requests for criminal record searches on the computer.
3. *Fax* completed release form to Criminal Records Department at 800-887-8994.
4. Receive criminal reports on the computer at the specified turnaround time (see Turnaround Schedule).



**IDAHO STATE POLICE  
BUREAU OF CRIMINAL IDENTIFICATION**



Reference Only – Cust # \_\_\_\_\_ (Required)

**NON-CRIMINAL JUSTICE CRIMINAL HISTORY RECORDS CHECK REQUEST  
of the Idaho Central Repository of Criminal History Records**

*A separate form must be used for each request. Do not use staples on the forms. A \$10 processing fee must be included. Make checks payable to the Idaho State Police. A \$20.00 fee will be charged for any returned checks. Please Print clearly in blue or black ink only.*

<b>REQUEST</b>				
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 (Month/day/year) / /	Sex	Race	Social Security Number (optional) - -
Address	City	State	Zip	
<b>WAIVER</b>				
Idaho law does <b>not</b> require a waiver. However, without a signed waiver from the subject of the record, any arrest more than 12 months old, <b>without</b> a disposition, cannot be given to a non-criminal justice agency.				
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	
<i>The signature date on the waiver must be within 180 days of the name check submission.</i>				

**TO BE COMPLETED BY COMPANY OR PERSON REQUESTING BACKGROUND INFORMATION**

Requesting Person or Company <b>USIS</b>	Address of Requester (Results will be mailed to this address) <b>4500 S. 129<sup>th</sup> E. Ave., Suite 200 Tulsa, OK 74134-5885</b>
Signature of Requester or Representative of Requesting Company	Request Date

<b>Results of Non-Certified Record Search</b>			
Record attached <input type="checkbox"/>	No Record Found <input type="checkbox"/>	BCI Initials _____	Date _____

**General Information:**

Idaho law does **not** require a person to give consent, however, without a signed release 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.

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 a court without a signed release of the subject of record or unless otherwise provided by law."

**P.O. BOX 700 MERIDIAN, ID 83680-0700 - (208) 884-7130 - FAX 884-7193**