



**TO:** Helena Area Child Care Providers

**SUBJECT:** Fingerprinting Services for Child Care Providers ONLY

**DATE:** November 19, 2024

### IMPORTANT NOTICE

#### Fingerprinting for FBI Checks:

1. Effective November 25<sup>th</sup>, 2024, fingerprinting services will be available at the Child Care Licensing Office in Helena.
2. Fingerprinting will be done by appointment only. **No walk ins.**
3. To schedule fingerprints, please call Alex at 406-444-1828
4. Please bring the following to your appointment
  - Current, Valid, Unexpired, Government-Issued Photo Identification
5. If the fingerprint is for a minor, parent consent will be required.

If you have further questions, you may contact the individual listed below:

Melody Olson  
Child Care Licensing Program Manager  
406-444-5977  
molson@mt.gov