



Criminal History & Background Check

Criminal History Unit website
<https://chu.dhw.idaho.gov>

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Agency Id # _____

Contact: _____

Disqualifying Five –Year Offenses

Having a record of any of these convictions prevents you from passing the background check for five (5) years from the date of conviction.

- Any felony not listed in the permanent disqualifying crimes list
- Misdemeanor Domestic Violence
- Failure to report abuse, abandonment or neglect of a child
- Misdemeanor Forgery of and fraudulent use of a financial transaction card
- Misdemeanor Forgery and counterfeiting
- Misdemeanor Identity theft
- Misdemeanor Insurance fraud
- Misdemeanor Public Assistance Fraud
- Stalking in the second degree
- Misdemeanor Vehicular Manslaughter
- Sexual Exploitation by a medical care provider
- Operating a certified family home without certification
- Attempt, conspiracy, accessory after the fact, or aiding and abetting to commit any of the disqualifying five (5) year crimes

** This item is only disqualifying for persons that are seeking an Enhanced Clearance

DISCLAIMER

The information contained in this brochure is not intended to replace or substitute current statutes and/or regulatory guidance. It is the responsibility of the agency to understand and follow statutes and administrative rules that apply to them.

How do I start the background check?

A computer with internet access is the only way to complete this process. Please ensure that you have access to this resource to initiate the process.

NOTE

Currently, our system is incompatible with mobile devices and their operating systems. We cannot guarantee that you will succeed in applying for the background check with them.

Items to have on hand when applying:

- Your Driver’s License
- Agency ID number (see cover page of this brochure)

Applying in the website

1. Visit <https://chu.dhw.idaho.gov/>
2. Register as an applicant to create a personal username and password. Write them down and keep them in a secure place - you will use them several times. Please do not share them with any person. It is your responsibility to protect your own information in this system.
3. When prompted, log on with the username and password you just created for yourself.
4. Click on the Complete Application button.
5. Fill in the required information on each page. Clicking on the Next button at the bottom of the screens will advance you through the application.
6. Click the SUBMIT button at the end of the application when done.
7. The website will take you to our calendar tool to schedule a fingerprint appointment.
8. Once the appointment is scheduled and it is confirmed, print the application and applicant status page. It contains the details of your fingerprint appointment and fee.
9. Finally, take your application and sign it in the presence of a notary. Bring it to your appointment.
10. If employed, you must allow your agency to review and file a copy of your signed and notarized application.

NOTE

Your agency may not allow you to continue the background check process if they determine that you would not pass the background check based on your disclosures.

How much does it cost?

Depending on the clearance that you will need to obtain, the fee is \$65.00 or more.

The actual fee will be displayed to you in the Applicant Status page of your application.

Your payment is due at the fingerprint appointment or, when we have received your fingerprints for processing.

Payment methods are:

- Cash (exact amount only)*
- Personal or Cashier’s Check, Payable to IDHW
- Money Order, Payable to IDHW
- Credit/Debit Cards (a convenience charge of \$1.95 is assessed by our credit card processor)*

* These options are not available for applications submitted by mail.

What do I bring to the fingerprint appointment?

- Your picture ID
- The fee or payment
- Your signed & notarized Application Form
- If you are under 18 years of age, your parent or guardian must sign the application in front of a notary giving us permission to complete the background check.

During the background check process, you may be interviewed by Health and Welfare staff and questioned about information you have disclosed.

I live in a rural area or, am out of state. I can't get to an IDHW fingerprint location.

You still need to complete your application on the website. Instead of scheduling a fingerprint appointment, you will click the "Mailing Fingerprints" button when you submit the application.

For more information about sending your criminal history and background check items, see our home page and the tab for mailing in fingerprints for further details.

When can I work with clients?

That is up to your agency/employer and the rules that govern them. They may choose to have you work once they have your signed application that has been notarized. They may want to wait until you have been fingerprinted. Or, they may want to wait until your background check is cleared.

Persons seeking a Department license or certification must wait until their background check is entirely complete. This includes those seeking to be foster parents, those looking to adopt, and those setting up Certified Family Homes. If you are unsure about your availability, ask the specific department program issuing your licensure or certification.

What does the Application for Criminal History Background check ask?

The application is going to ask you to answer questions about yourself, your employer or agency, or, the program you are applying for.

You must disclose all criminal history items you have. This includes juvenile and adult charges, convictions, dismissals and withheld judgments.

If you answer yes to any of the questions you will be asked by the website to fill out a supplemental form with the details.

You are required to indicate if you have ever been involved in a child or adult protection action or have any pending crimes or warrants.

Your notarized signature on the Application gives Health & Welfare the authorization to conduct the background check and the right to share certain information with your employer or licensing/certification agency. Your notarized signature also affirms that the information you provided is correct. Failure to disclose your criminal record may result in the denial of your application for a period of three years, or criminal prosecution for perjury.

What is looked at in the background check?

The Criminal History Unit conducts a nationwide fingerprint-based background check that searches for any criminal arrests and/or convictions in any US Jurisdictions as well registries that are pertinent to the care of the vulnerable. This includes:

- Federal Bureau of Investigation
- National Crime Information Center
- Idaho State Police Bureau of Criminal Identification
- Any state or federal Child Protection Registry
- Any state or federal Adult Protection Registry
- Idaho Department of Transportation Driving Record
- Any state or federal Sex Offender Registry
- Medicare and Medicaid Exclusion List
- Idaho Certified Nurse Assistant Registry

How do I and my agency know when the background check is completed?

The criminal history system sends out an e-mail to you and your agency each time your status changes. If you do not have an e-mail address you will have to check your status on the website periodically. If any action is taken, other than clearance, you and your employer will be notified by mail.

What will prevent me from passing the background check?

NOTE

For some persons that provide behavioral health services, a limited purpose IDHW waiver may be requested through the Division of Behavioral Health. No waiver will be granted for any crime identified with a * on this list. Contact your agency for more information.

Obtaining a Behavioral Health Waiver does not nullify or stay any denial issued by the Criminal History Unit

If you have a conviction or withheld judgment as an adult or juvenile for any of the disqualifying offenses listed below, or you are listed in some of the registries that we check, regardless how long ago these events occurred; you need to tell your employer or agency upon application because you will be excluded either permanently or for five years depending on the item of concern. You will not pass the background check.

Disqualifying Offenses/Records - Permanent

Having any of these items on your record prevents you from passing the background check permanently.

- Abuse, neglect, or exploitation of a vulnerable adult
- Abandoning a vulnerable adult
- Sexual abuse and exploitation of a vulnerable adult

- Aggravated, first-degree and second-degree arson
- Crimes against nature
- Forcible sexual penetration by use of a foreign object *
- Hiring, employing or using a minor to engage in certain acts
- Human trafficking
- Incest *
- Injury to a child, felony or misdemeanor
- Kidnapping
- Lewd conduct with a minor *
- Mayhem
- Voluntary Manslaughter, Involuntary Manslaughter, Felony Vehicular Manslaughter
- Murder in any degree or assault with intent to commit murder *
- Poisoning
- Rape, in any degree *
- Robbery
- Felony stalking
- Sale or barter of a child *
- Ritual abuse of a child
- Sexual abuse of a child under the age of 16 *
- Felony sexual exploitation of a child *
- Video voyeurism
- Enticing of children *
- Inducing individuals under eighteen (18) years of age into prostitution or patronizing a prostitute *
- Any felony punishable by death or life imprisonment *
- Attempted strangulation
- Felony Domestic Violence
- Attempt, conspiracy, or accessory after the fact, or aiding and abetting to commit any of the Disqualifying offenses *
- Child Abuse Registry listing Level 1 or 2
- Child Abuse Registry listing Level 3 **
- Negative finding in the state Certified Nurse Assistant Registry
- Inclusion in the state and/or federal Sex Offender Registry
- Inclusion in the Medicare/Medicaid Exclusion List