IDAHO DEPARTMENT OF
HEALTH & WELFARE

C.L. "BUTCH" OTTER – Governor
RICHARD M. ARMSTRONG – Director
MICHELLE BRITTON – Administrator

Division of Family and Community Services
2-1-1 Idaho CareLine
P O Box 83720
Boise, Idaho 83720-0036
Dial 2-1-1 or 1-800-926-2588

Dear Daycare License Applicant:

This packet contains the instructions and contact information that you will need to determine if you need a daycare license and the forms needed to apply for a daycare license.

Please note some cities have passed an ordinance that is more stringent than state code. You must check with the city in which you live to determine if you must obtain a city license or if there are planning and zoning requirements.

Contents of this packet:

1. List of inspection, background checks, immunization, and staff education requirements
2. List of cities that have licensing or special requirements
3. Instructions for completing the Daycare Application
4. State of Idaho Daycare Application
5. List of Fire Departments to contact for Fire Inspections
6. Criminal History Background Check application guide.
7. ISP Background Application
8. Idaho Health Inspection Checklist

Please follow the instructions and checklist so that your application can be processed in a timely manner.

If you have any question or need help with the application process, please contact us at 2-1-1 or 1-800-926-2588. You can also visit us on-line at www.211.Idaho.Gov and you can find more Daycare Licensing information.

Thank you.

Updated 2010-0210

Requirements for Obtaining a State License: 1/14/2010

Current Licensing Requirements

Family Daycare Homes with 1-3 Children	No license required. Providers may voluntarily comply with state licensing requirements.
Family Daycare Homes With 4-6 Children	State law requires these facilities have fire inspections and background checks on employees and all other persons age thirteen and over in residence or having unsupervised access to the children. Providers may voluntarily comply with state licensing requirements.
Group and Center daycare facilities with 7 or more children	State licenses, valid for two years, are required for these facilities.

Inspections, Background Checks, Immunizations and Staff Education Requirements

Fire Safety Inspections	Conducted by local **Fire District Official** to ensure compliance with the following: • Adequate fire and smoke alarms • A functional telephone • Adequate fire extinguishers • Adequate exits • An approved fire safety and evacuation plan
Health Inspections	Conducted by local **Public Health District** personnel to ensure compliance with the following: • Food is prepared and served in a sanitary manner • Stored food is protected from contamination • Diaper changing minimizes the spread of communicable disease • The facility, including sleeping and play areas, restrooms, and fixtures, must be maintained in a sanitary condition • Children and facility personnel must be provided with individual or disposable towels, soap and hot and cold running water for hand washing • The water supply (if not public water system) must be approved by the District Board of Health • Medicines, cleaning supplies and hazardous substances must be stored out of children's reach • A telephone • Firearms and other weapons are stored correctly according to Idaho State Code. • All bodies of water are correctly fenced and inaccessible to children as according to Idaho State Code • Immunization records

Requirements for Obtaining a State License: 1/14/2010

Background Checks	**Fingerprinting and a background check** on all owners, operators and employees having direct contact with children and all volunteers and other individuals at least 13 years old in residence or having unsupervised direct access to the children. For juveniles, the background check includes examination of juvenile justice records, county probation records and Department of Health & Welfare records as authorized by the minor and their parent or guardian. For adults, the background check includes: • Idaho State Police Criminal Identification Bureau. • FBI Criminal History and National Criminal Information Center. • Statewide child protection and adult protection registries. • Sex Offender Registry. • Medicaid/ Medicare Provider Exclusion List. • Nurse Aid Register. • Idaho Transportation Dept. records. • Records and findings from other states and jurisdictions.
Immunizations	Within 14 days of a child's first day of attendance at any licensed day care facility, the parent/ guardian must provide a statement to the facility operator concerning the child's immunity to childhood diseases, including a certification by a physician or health district official that the child has received immunizations as required by the Idaho Board of Health & Welfare or is immune as a result of past illness. **Idaho Code 39-1118** provides exemptions for immunizations that could endanger the health of a child or upon religious or other objections from parents.

Additionally, each daycare employee is required to obtain four hours per year of continuing education credits.

CITIES REQUIRING CHILD CARE LICENSING, STATE LICENSING, GENERAL BUSINESS LICENSING, PLANNING AND ZONING PERMITS, AND/OR BUSINESS REGISTRATION FOR CHILD CARE FACILITIES/HOMES IN IDAHO.

City	City-Issued Child Care License	Requires Proof of a State-Issued Child Care License	Business License	Planning and Zoning Permits	Business Registration	Contact	Phone
American Falls	1	1	1	1	1	City Clerk	(208) 226-2569
Ammon	1	0	1	1	0	Leslie Folsom	(208) 529-4211
Bellevue	0	0	1	1	0	Planning and Zoning	(208) 788-2128
Blackfoot	0	0	1	1	0	Planning and Zoning	(208) 785-8600
Boise	1	0	0	1	0	Susan Churchman	(208) 384-3710
Buhl	0	0	0	1	0	Sharon Hayes	(208) 543-5650
Caldwell	0	1	0	1	0	Planning and Zoning	(208) 455-3021
Chubbuck	1	0	1	1	0	Elizabeth Bruderer	(208) 238-2376
Coeur d' Alene	1	0	0	1	0	Kathy Lewis	(208) 769-2229
Dalton Gardens	0	0	0	1	0	Cheri Howell	(208) 777-9315
Donnelly	0	0	1	1	0	City Clerk	(208) 325-8859
Dover	0	0	1	0	1	Kym Holbert	(208) 265-8339
Downey	0	1	1	0	0	City Clerk	(208) 897-5342
Driggs	0	0	0	1	0	Sonya Adams	(208) 354-2362
Eagle	0	0	1	1	0	Jeff Lowe	(208) 939-0227
Fernan Lake	0	0	0	1	0	Sam Newman	(208) 667-9174
Filer	1	1	0	1	0	Shari Hart	(208) 326-5000
Firth	0	0	0	1	0	Robert Dial	(208) 346-6574
Franklin	0	0	1	1	0	Lael Parkenson	(208) 646-2300
Fruitland	0	0	0	1	0	City Clerk	(208) 452-4421
Garden City	0	1	0	1	1	Pam Thomason	(208) 472-2913
Gooding	0	0	0	1	0	Planning and Zoning	(208) 934-5958
Greenleaf	0	0	0	1	0	Lee Belt	(208) 454-0552
Hailey	1	1	1	1	0	City Clerk	(208) 788-4221
Harrison	0	0	1	0	0	Jan Patterson	(208) 689-3212
Hauser	0	0	0	1	0	Cheri Howell	(208) 777-9315
Hayden	0	1	0	1	0	Planning and Zoning	(208) 772-4411

City	City-Issued Child Care License	Requires Proof of a State-Issued Child Care License	Business License	Planning and Zoning Permits	Business Registration	Contact	Phone
Idaho City	0	1	1	0	0	Tammy Ellsworth	(208) 392-4584
Idaho Falls	1	0	0	1	0	Kathy Hampton	(208) 612-8414
Inkum	0	1	0	1	0	Marilyn Brown	(208) 775-3372
Jerome	1	0	0	1	0	Angie Baker	(208) 324-8189
Ketchum	0	0	1	1	0	City Clerk	(208) 726-3841
Kimberly	0	0	1	0	0	Dave Abrahamson	(208) 423-4151
Kootenai	0	1	1	1	0	Mary Luzmoor	(208) 265-2431
Kuna	1	1	0	1	0	Planning and Zoning	(208)922-5274
Lava Hot Springs	0	0	1	0	0	City Clerk	(208) 776-5820
Lewiston	1	0	1	1	0	Sue Gehrke	(208) 746-7363
McCall	0	0	1	1	0	City Clerk	(208) 634-4852
Meridian	0	1	0	1	0	Planning and Zoning	(208) 884-5533
Moscow	1	0	0	1	0	City Clerk	(208) 883-7001
Mountain Home	0	0	0	1	0	Planning and Zoning	(208) 580-2091
Nampa	0	0	0	1	0	Kristi Nygard	(208) 468-5406
New Meadows	0	0	0	1	0	John Franks	(208) 347-2171
New Plymouth	0	0	0	1	0	City Clerk	(208) 278-5338
Notus	0	1	1	0	0	Ginny Johnson	(208) 459-6212
Old Town	0	0	1	0	0	Sheila Gormley	(208) 437-3833
Orofino	0	0	1	1	0	Planning and Zoning	(208) 476-4725
Osburn	0	0	0	1	0	Nila Jurkovich	(208) 752-0001
Parma	0	0	0	1	0	City Clerk	(208) 722-5138
Payette	0	0	1	1	0	Mary Cordova	(208) 642-6024
Pocatello	1	0	0	1	0	Dianne Brush	(208) 234-6285
Ponderay	1	1	0	1	0	City Clerk	(208) 265-5468
Post Falls	0	0	1	1	0	City Clerk	(208) 773-3511
Preston	0	1	1	0	0	City Clerk	(208) 852-1817
Priest River	0	0	0	1	0	City Clerk	(208) 852-1817
Rexburg	0	0	1	1	0	City Clerk	(208) 359-3020
Rigby	0	1	0	1	0	City Clerk	(208) 745-8111
Salmon	0	0	1	0	0	City Clerk	(208) 756-3214

City	City-Issued Child Care License	Requires Proof of a State-Issued Child Care License	Business License	Planning and Zoning Permits	Business Registration	Contact	Phone
Sandpoint	0	0	0	1	1	City Clerk	(208) 263-3310
Shelly	0	0	1	0	0	City Clerk	(208) 357-3390
Spirit Lake	0	0	1	0	0	City Clerk	(208) 623-2131
Star	0	0	0	1	0	Planning and Zoning	(208) 286-7247
Twin Falls	0	0	0	1	0	Planning and Zoning	(208) 735-7276
Ucon	0	0	0	1	0	City Clerk	(208) 523-3971
Victor	0	1	1	0	0	City Administrator	(208) 787-2940
Wendell	0	0	0	1	0	City Clerk	(208) 536-5161
Wilder	0	0	0	1	0	City Clerk	(208) 482-6204

Legend: 1 = Yes 0 = No

Proof of State Child Care License = Producing proof of a state-issued child care license is required by the city for at least some category of child care to obtain required city licenses and/or permits.
Business License = A general business license is required for at least some category of child care .
Planning and Zoning Permits = Permits, such as conditional use permits or home occupancy permits, are required for at least some category of child care or in some circumstances.
Business Registration = At least some category of child care must register with the city.

Important Note: The purpose of this matrix is to provide an overview of which cities in Idaho regulate child care facilities or homes with local requirements for child care licensing, state licensing, business licensing, planning and zoning permits, and/or business registration. This matrix contains data derived from a survey of one hundred ninety-seven 197 cities in Idaho. The list of one hundred ninety-seven (197) cities was provided by the Association of Idaho Cities. Although every effort has been made to gather accurate information, some confusion about the regulation of child care or misunderstandings about the questions asked may have resulted in omissions of information, such as the omission of cities that regulate child care or particular forms of regulation. Thirty-seven (37) cities responded via an email survey that was distributed by the Association of Idaho Cities in January of 2009. An additional one hundred fifty-five (155) cities responded via a follow-up phone survey, conducted by an Idaho Department of Health and Welfare VISTA Member in late January and early February of 2009. A total of one hundred ninety-two (192) of one hundred ninety-seven (197) cities responded to the surveys, providing a response rate of 97.5%. This matrix was last updated on February 9, 2009.

Instructions for Daycare License Application

- Review the code, Idaho Code 39-1101 through 39-1119 for daycare licensing
- Please use the following directions to complete the application form

Section 1: Applicant Information

- Fill in all fields for person completing application

Section 2: License Type

- Check the type of license you are applying for
- Fill in all fields

Section 3: Please complete if daycare is provided in your home (*Group/Family application*)

- List all children, age 12 and under, living in the home

Section 3: Type of Organization (*Center application only*)

- Check the type of organization appropriate for the facility you are applying for
- Identify in the spaces provided, the name, address and telephone number for the corporation, all partners, or other ownership arrangements as applicable

Section 4: List Owners, Operators, Employees and All Other Individuals, thirteen (13) years of age or older

- Fill in all information for all owners, operators, employees and other individuals who have unsupervised direct contact with children or are regularly on the premises of the daycare facility for more that 12 hours per month

Section 5: Documents Required

You must include all listed documentation with your application:

- The application form, completely filled out, signed and dated
- Copy of approved Fire Inspection
- Verification of DHW Criminal History Background check clearance and Juvenile Justice checks for all applicable persons
  It is the responsibility of the owner to ensure that any employees or volunteers, upon employment or assignment, have a criminal history background check.
  At time of application or renewal:
  If no criminal history check has been completed: a DHW Criminal History background check must be completed
  If the DHW criminal history clearance is *less than* 12 month old: please provide a copy of clearance
  If the DHW criminal history clearance is *over* 12 months old: an Idaho State Police criminal background check must be completed
  Criminal history checks on those persons under eighteen (18) years of age shall include a check of the juvenile justice records. Information on juvenile justice checks will be provided at the DHW fingerprint appointment.
- Verification of Pediatric CPR and first aid
- Verification of compliance with local ordinances related to daycare (where required)

- ADDITIONAL FOR RENEWALS: Verification of completed Training Hours
  Note: Four (4) hours of education/training is required for owners, operators and employees every 12 months.

Section 6: Certification of Understanding

- Read Certification of Understanding statement
- Sign and Date application

Mail completed application and all required application documents to:

Idaho Department of Health and Welfare
Daycare Licensing Program
823 Park Centre Way
Nampa, Idaho 83651
DaycareLicensing@dhw.idaho.gov
FAX: 208-465-8431

For additional information call the Idaho CareLine at 2-1-1

IDAHO DEPARTMENT OF HEALTH & WELFARE

APPLICATION FOR STATE DAYCARE LICENSE

FOR OFFICE USE ONLY
☐ New Application ☐ Renewal

Date App. Rcvd. _____ Date Approved: _____

Fee Paid: Date _____ Amt. _____ Date Denied: _____

Additional Information:

Section 1. Applicant Information

First Name _____ Initial ____ Last Name _____

Applicant's Relationship to Daycare Facility: ☐ Owner/Operator ☐ Other _____

Address _____

City _____ State ____ Zip Code _____ Primary Phone _____

Email Address _____ Secondary Phone _____

Section 2. License Type

☐ New Application ☐ Renewal

Group Daycare Facility (7 – 12 children) ☐

Family Daycare Home (6 or fewer children) ☐

Name of Daycare Facility _____

Facility Street Address _____

City _____ State _____ Zip Code _____

Mailing Address _____

Primary Phone _____ Secondary Phone _____

Hours of daycare operation

From _____ To _____

Days of the week for daycare operation _____

Have you been a licensed or certified daycare provider in Idaho before Yes ☐ No ☐

Maximum number of children, under 13 years of age, that will be cared for at the facility (include your own) _____

Section 3. Please complete if daycare is provided in your home

Name	DOB	Gender	Name	DOB	Gender

***please use additional page in needed**

Application For State Daycare License (cont. from page 1)

Daycare Name: _____ Applicant Name: _____

Section 4. List Owners, Operators, Employees and **All Other Individuals thirteen (13) years of age or older** who have unsupervised direct contact with children or are regularly on the premises of the daycare facility for more than 12 hours per month.

Name	DOB	Social Sec. #	Relationship to Applicant or Position at Daycare Facility	Live In Home

***please use additional page in needed**

Section 5. Documents Required

You must include all of the following documents when you submit your application:

_____ The application form, completely filled out, signed and dated.
_____ Copy of approved fire inspection.
_____ Results of Criminal History Background check and Juvenile Justice check for all applicable persons.
_____ Proof of compliance with local city or county Building code (where applicable).
_____ Proof of compliance with local city or county Electrical code (where applicable).
_____ Proof of compliance with local city or county Planning & Zoning code (where applicable).

Section 6. Certification of Understanding

I hereby apply for a daycare license as indicated above in accordance with Idaho Code Title 39, Chapter 11. I understand that my facility must comply with all applicable health and safety standards and all owners, operators, employees and all other individuals thirteen (13) years of age or older having unsupervised direct contact with children or who are regularly on the premises of a daycare facility shall complete criminal history checks.

I understand that this document serves as the formal request upon which a decision to issue me a daycare license will be based. I agree, for the purpose of determining compliance with daycare licensing rules established by the Department of Health and Welfare and Idaho State licensing laws, to allow authorized Department of Health and Welfare representatives with proper identification to:

1. Enter and inspect any part of the home, property, and premises without a warrant at any reasonable time.
2. Review daycare documents.
3. Interview employees, volunteers, children, household members and others as necessary.

I agree to read and follow the daycare rules and laws established by the State of Idaho. I authorize investigation of all statements contained herein and understand that misrepresentation or omission of facts may result in denial of my application. I do hereby state that the information provided on this application is true and correct to the best of my knowledge.

* Your application will be processed upon receipt of all necessary documents, licensing fee and Criminal History clearance(s).

_____ _____/_____/_____

Applicant Signature **Date**

Mail completed application, fees, and all required application documents to:

Idaho Department of Health and Welfare
Daycare Licensing Program
823 Park Center Way
Nampa, ID 83651
Daycare Licensing@dhw.idaho.gov
FAX: 208-465-8431

For More Information call the Idaho CareLine at 2-1-1

Idaho Fire Departments By County
Local Contact Information

County	Region	Fire Dept.	Address	City, State/ Zip
Ada	4	Boise Fire Dept	150 N Capitol Blvd	Boise, ID 83702
		Boise Fire Dept Accounting	101 S Capitol Blvd #701	Boise, ID 83702
		Boise Fire Prevention	101 S Capitol Blvd #701	Boise, ID 83702
		Eagle Fire Dept	149 W State St	Eagle, ID 83616
		Kuna Fire Dept Station 1	150 Boise St	Kuna, ID 83634
		Meridian Fire Dept	540 E Franklin Rd	Meridian, ID 83642
		Professional Fire Fighters	3085 N Cole Rd	Boise, ID 83704
		Star Fire Dept - More Info	10831 W State St	Star, ID 83669
Bannock	6	Chubbuck Fire Dept	4727 Yellowstone Ave	Chubbuck, ID 83202
		Pocatello Fire Chief's Office	408 E Whitman St	Pocatello, ID 83201
		Pocatello Fire Dept	408 E Whitman St	Pocatello, ID 83201
		Pocatello Fire Dept-Ems Div	408 E Whitman St	Pocatello, ID 83201
		Pocatello Fire Prevention	408 E Whitman St	Pocatello, ID 83201
		Post Falls Fire Dept	404 N Idaho St	Post Falls, ID 83854
Bear Lake	6	Montpelier Fire Dept -	760 Clay St	Montpelier, ID 83254
Bingham	6	Aberdeen Fire Dept	57 N Main St	Aberdeen, ID 83210
		Blackfoot Fire Dept.	225 N Ash St	Blackfoot, ID 83221
Blaine	5	Carey Fire Dept	N Main St	Carey, ID 83320
		Fire Dept	480 E Ave N	Ketchum, ID 83340
		Fire Dept	617 3rd Ave S	Hailey, ID 83333
		Sun Valley City Fire Dept	Arrowleaf Rd & Morning Star Rd	Sun Valley, ID 83353
Boise	4	Horseshoe Bend Fire Dept	Depot St	Horseshoe Bend, ID 83629
Bonner	1	Hope Fire Dept	PO Box 186	Hope, ID 83836
		Sagle Fire District	2689 Gun Club Rd	Sagle, ID 83860
		Sandpoint City Fire Personnel	1123 W Lake St	Sandpoint, ID 83864
		Sandpoint Fire Chief	110 W Main St	Sandpoint, ID 83864
Bonneville	7	Fire Prevention	308 Constitution Way	Idaho Falls, ID 83402
		Idaho Falls Fire Chief	308 Constitution Way	Idaho Falls, ID 83402
		Idaho Falls Fire Dept	625 Shoup Ave	Idaho Falls, ID 83402
Boundary	1	Naples Volunteer Fire Dept	333 Road 7	Naples, ID 83847
Butte	7	Arco Fire Dept Business Office	213 W Grand Ave	Arco, ID 83213
Camas	5	Fairfield Fire Dept	119 W Willow St	Fairfield, ID 83327
Canyon	3	Caldwell Fire Dept	310 S 7th Ave	Caldwell, ID 83605
		Nampa Fire Dept	1103 2nd St S	Nampa, ID 83651
		Nampa Fire Dept	7935 Birch Ln	Nampa, ID 83687
		Nampa Fire Dept	1001 E Greenhurst Rd	Nampa, ID 83686
		Nampa Fire Dept-Burning Permit	1103 2nd St S	Nampa, ID 83651
		Wilder Fire Dept	PO Box 151	Wilder, ID 83676
		Wilder Rural Fire Dept	3rd & B St	Wilder, ID 83676
		Upper Deer Flat Fire Dept	9500 Missouri Ave	Nampa, ID 83686
Carribou	6	Soda Springs Fire Dept	9 W 2nd S	Soda Springs, ID 83276
Cassia	5	Burley City Fire Dept	1235 Miller Ave	Burley, ID 83318
Clearwater	2	Orofino City Fire Dept	217 1st St	Orofino, ID 83544
		Weippe Rural Fire Dept	114 Pine	Weippe, ID 83553
Elmore	4	Glenns Ferry Fire Dept	301 N Commercial St	Glenns Ferry, ID 83623
		Mountain Home Fire Dept	220 S 2nd E	Mountain Home, ID 83647
Franklin	6	Preston Fire Dept	39 W Oneida St	Preston, ID 83263
Fremont	7	Ashton Fire Dept	606 Main St	Ashton, ID 83420
		St Anthony Fire Dept	45 W 1st S	St Anthony, ID 83445
Gem	3	Emmett City Fire Dept	231 S Washington Ave	Emmett, ID 83617

Idaho Fire Departments By County
Local Contact Information

		Ola Fire Dept	Ola Rd	Ola, ID 83657
Gooding	5	Gooding Fire Dept	422 Idaho St	Gooding, ID 83330
		Wendell City Fire Dept	76 S Idaho St	Wendell, ID 83355
Idaho	2	Riggins Fire Dept	114 N Main	Riggins, ID 83549
		White Bird Fire Dept	PO Box 64	White Bird, ID 83554
Jefferson	7	Rigby Fire Dept	200 E Fremont Ave	Rigby, ID 83442
Jerome	5	Fire Dept	152 E Avenue A	Jerome, ID 83338
		Hazelton Fire Dept	246 Main St	Hazelton, ID 83335
Kootenai	1	Coeur D'Alene Fire Dept	320 E Foster Ave	Coeur D'Alene, ID 83814
		Fire Protection District	5985 E Highway 54	Athol, ID 83801
		Hauser Lake Fire Protection	10728 E N Hauser Lake Rd	Post Falls, ID 83854
		Northern Lakes Fire Protectio	125 W Hayden Ave	Hayden Lake, ID 83835
		Northern Lakes Fire Protection	125 W Hayden Ave	Hayden Lake, ID 83835
		Worley Fire Dept	2908 S 3rd St	Worley, ID 83876
Latah	2	Genesee City Fire Dept	140 E Walnut St	Genesee, ID 83832
		Moscow City Fire Dept	1380 E White Ave	Moscow, ID 83843
		Moscow Fire Dept	603 S Main St	Moscow, ID 83843
		Potlatch Rural Fire Dist	515 Pine St	Potlatch, ID 83855
Lemhi	7	Fire Dept	Galena St	Leadore, ID 83464
		Salmon Fire Dept	PO Box 200	Salmon, ID 83467
Lewis	2	Craigmont Fire Dept	109 E Main St	Craigmont, ID 83523
		Nezperce Fire Dept	402 Oak St	Nezperce, ID 83543
		Winchester Fire Dept	402 Oak St	Nezperce, ID 83543
Lincoln	5	Shoshone City Fire Dept	110 W A St	Shoshone, ID 83352
		Shoshone County Fire Prot D #1	921 E Mullan Ave	Osburn, ID 83849
		Shoshone Fire #2	14 W Market Ave	Kellogg, ID 83837
Minidoka	5	Heyburn Fire Protection Distri	925 18th St	Heyburn, ID 83336
		Rupert Fire Marshall	624 F St	Rupert, ID 83350
Nez Perce	2	Lewiston Fire Dept -	300 13th Ave	Lewiston, ID 83501
Payette	3	Fruitland City Fire Dept	200 S Whitley Dr	Fruitland, ID 83619
		Payette City Fire Dept	700 Center Ave	Payette, ID 83661
Shoshone	1	County Fire Dept	703 Cedar St	Wallace, ID 83873
Teton	7	Driggs Fire Dept	625 Airport Rd	Driggs, ID 83422
		Teton Basin Fire Crew	160 S Main	Driggs, ID 83422
Twin Falls	5	Buhl City Fire Dept	201 Broadway Ave N	Buhl, ID 83316
		Filer Fire Dept	228 Main St	Filer, ID 83328
		Filer Rural Fire District	300 Main St	Filer, ID 83328
		Fire Dept	357 Main St S	Hansen, ID 83334
		Rock Creek Fire Dist Murtaugh	623 Boyd E	Murtaugh, ID 83344
		Twin Falls Fire Dept	345 2nd Ave E	Twin Falls, ID 83301
Valley	4	Cascade Rural Fire District - More Info	PO Box 286	Cascade, ID 83611
		Donnelly Fire Dept	PO Box 382	Donnelly, ID 83615
		Donnelly Fire Dept & Ambulance	233 Roseberry Rd	Donnelly, ID 83615
		Mc Call Fire Dept	300 E Park St	McCall, ID 83638
Washington	3	Weiser Fire Dept	55 W Idaho St	Weiser, ID 83672

IDHW's Mission is to promote and protect the health and safety of Idahoans. One way we accomplish our mission is a fingerprint-based Criminal History Background Check.

Idaho Health & Welfare Criminal History web site
https://chu.dhw.idaho.gov

Criminal History Unit
450 W. State 9th Floor
Boise ID 83720-0036
Phone: (208) 332-7990
Toll Free: 1-800-340-1246
FAX: (208) 332-7991

https://chu.dhw.idaho.gov
crimhist@dhw.idaho.gov

Who needs a background check?

Service Programs:
- This may include employees, contractors, volunteers and interns at agencies who provide direct service. Or, have direct client access. Check with your employer.

Licensure or Certification Programs:
- Individuals seeking licensure or certification from the Department

Health & Welfare Employees
- IDHW employees providing direct care and service or who have access to children or vulnerable clients.
- IDHW Bureau of Audits and Investigations employees
- IDHW/EMS communication specialists and Managers
- Employees at State Institutions

How much does it cost?
$55.00 is the fee (exact cash, check or money order) Credit and Debit cards are not accepted.

How do I start the background check?
Go to the web site https://chu.dhw.idaho.gov
Follow the instructions at the home page. You will need to use a computer with access to the internet. If you do not have a computer at home, your agency should assist you with your application, or check at your local library. Computers are available at certain Health Welfare offices for this purpose. The steps are:

1. Register as a new user to create your personal user name and password. **Write them down and keep them as you will use them several times.**
2. Next, log on with your personal user name and password.
3. Choose Complete Application from the menu
4. Fill in the information page after page. Clicking the NEXT button at the bottom of each page will take you to the next page.
5. When done, click the SUBMIT button
6. Now you can follow the instructions to schedule your fingerprint appointment.
7. Finally, print your application and print your status page.

What do I bring to the fingerprint appointment?

- Your picture ID
- The fee
- Your signed & notarized application if you have started to work.
- **If you are under 18 years of age, your parent or guardian must sign the application in front of a notary.**

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

I live in a rural area and can't get to an IDHW fingerprint location.

You still need to enter your application on the web site. Instead of scheduling a fingerprint appointment, you can click the button Mailing Fingerprints. Call or e-mail the Criminal History Unit for the fingerprint card you need. **You must use our fingerprint card.** When you receive the fingerprint card in the mail, you can ask your local law enforcement agency if they will roll your fingerprints on our card. You mail your Signed and notarized Application forms, fingerprint card and fee to the Criminal History office.

When can I work with clients?

That is up to your agency/employer. 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. It is their choice.

Licensing or Certification applicants must wait until their background check is entirely complete which includes foster parenting, adoption, and 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, the program you are applying for. Before you apply, you must know your Employer's ID#. You get that number from the agency that is requiring you to have a background check. You must also
disclose all criminal history items you have even if you were a juvenile, an adult, were convicted, dismissed or received a withheld judgment. If you answer yes to any of the questions you will be asked to fill out a supplemental form with the details.

You are required to indicate if you have ever had a valid child or adult protection action taken against you, 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 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 background check is a nationwide search of crimes using your fingerprints. The criminal history unit also checks certain registries.

- Federal Bureau of Investigation's National Criminal History Background Check System
- State Bureau of Criminal Identification,
- Statewide Child Abuse Register,
- Statewide Adult Protection Register
- State Division of Motor Vehicles
- Idaho Sex Offenders Registration List Office of Inspector General's Exclusion List
- Certified Nurse Aide 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 you're your status changes when you include your e-mail address on your application. Without an e-mail address you will have to check your status on the web site periodically.

If any action is taken other than clearance, you and your employer will be notified by mail.

Disqualifying Offenses

If you have a conviction or withheld judgment as an adult or juvenile of any of the disqualifying offenses, regardless how long ago it occurred; you will be excluded and will not pass the background check. You should not apply if you have these crimes. You need to tell your employer or agency if you have any of the disqualifying offenses. Refer to the web site for a complete description of the disqualifying offenses, and their penal codes.

- abuse, neglect, or exploitation of a vulnerable adult;
- aggravated, first degree and second-degree arson;
- crimes against nature
- forcible sexual penetration by use of a foreign object;
- incest;
- injury to a child, felony or misdemeanor;
- kidnapping;
- lewd conduct with a minor;
- mayhem
- murder in any degree; voluntary manslaughter; assault or battery with intent to commit a serious felony.
- poisoning;
- possession of sexually exploitative material;
- rape; in any degree
- robbery;
- felony or first degree stalking;
- sale or barter of a child;
- sexual abuse or exploitation of a child;
- Video voyeurism;
- Enticing of children
- Inducing individuals under 18 years of age into prostitution or to patronize a prostitute.
- any felony punishable by death or life imprisonment; or
- Attempt, conspiracy, accessory after the fact or aiding and abetting to commit any of the Disqualifying offenses .

Disqualifying Five –Year Offenses.

If you have a conviction or withheld judgment within five years of any of the disqualifying Five Year offenses as an adult or juvenile you need to tell your employer or agency. You cannot provide service to clients with a disqualifying offense. Refer to the web site for a complete description of the disqualifying offenses.

- Aggravated assault
- Aggravated battery
- Arson in the third degree
- Attempted Strangulation
- Burglary;
- A felony involving a controlled substance
- Felony Computer Crimes
- Felony Domestic Violence crimes
- Felony Lottery crimes.
- Felony theft & receiving stolen property
- Forgery and fraudulent use of a financial transaction card;
- Forgery or counterfeiting;
- Grand theft
- Identity Theft
- insurance fraud;
- Public assistance fraud;
- attempt, conspiracy, accessory after the fact or aiding and abetting to commit any of the Disqualifying Five Year offenses

Employer/Agency Responsibilities

- Make employment and client safety decisions.
- Prescreen applications prior to their submitting an application.
- Identify if any disqualifying offenses are listed or other offenses the employer feels are relevant records that may pose a risk to the health or safety of clients.
- Do not hire the individual if you are not comfortable with their criminal history.
- Exclude any with disqualifying offenses. You cannot hire them, so do not have them go through the background check.
- Provide employees with the 4 digit Employer ID #, service type and contact to select.
- Assist the applicant in submitting their application.
- Ensure time frames are met.
- You must have a signed/notarized application on file before you can put individuals to work.
- Fingerprints are required to be submitted within 21 days of signing the application and having it notarized.
- Review background check results.
- Print their clearance letter and keep on file.
- Know how to use the web site as the employer.
- If the employer accepts the transfer of an IDHW background check, the employer will contact the criminal history unit to add their ID# to the employee's records.
- The Idaho State Police Records check must be conducted on all accepted transfer employees.

IDAHO STATE POLICE
BUREAU OF CRIMINAL IDENTIFCATION

NAME BASED CRIMINAL BACKGROUND CHECK FORM
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 or money orders payable to the Idaho State Police.* ***We do not accept personal checks from the applicant when a company or agency is the requesting party.***

Please print clearly in blue or black ink only. A $20.00 fee will be charged for any returned checks.

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.

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.

TO BE COMPLETED BY COMPANY OR PERSON REQUESTING BACKGROUND INFORMATION

Requesting Person or Company	Address of Requester (Results will be mailed to this address)
Dept. of Health & Welfare Attn: Daycare Licensing	823 Park Centre Way Nampa, Idaho 83651
Printed Name of Requestor (Print Legibly)	**Signature of Requestor**
Marilyn Peoples	Marilyn Peoples

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.

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.

700 S. STRATFORD DR. STE. 120 • MERIDIAN, ID 83642
(208) 884-7130 • FAX (208) 884-7193

Idaho Health Inspection Checklist

- ❑ Certificates of current Pediatric Recue Breathing /CPR and First Aid.must be available at time of inspection.
- ❑ Have a copy of the immunization records on **all** children 12 years of age and younger. This includes the provider's children and children who are not ICCP. Properly documented exemptions are allowed. The Health Department has exemption forms available. Have a current list of children enrolled at your facility.
- ❑ Have a 5lb. ABC fire extinguisher, i.e. **2A: 10BC/3A: 10BC**
- ❑ Have smoke detectors in rooms where children play. If children sleep in rooms with the door closed, a smoke detector is required.
- ❑ No upper floor child care allowed without 2 exits from that level.
- ❑ Have a thermometer in the refrigerator that reads 41 degrees or less.
- ❑ Have paper towels and hand soap in the kitchen, bathrooms, and other hand wash sink locations.
- ❑ Assure all sharps and hazardous materials are out of reach of children, i.e. knives, scissors, lighters, and cigarettes.
- ❑ Assure all cleaners, chemicals, and medicines are out of reach of children.
- ❑ Have a sanitizing solution to clean surfaces. Read the label for proper sanitizing and disinfection.
- ❑ Private wells must be tested for water quality. Septic systems are to be maintained as recommended by the health department.
- ❑ Pools, hot tubs, ponds, and other bodies of water must be fenced and locked to prevent access by children.
- ❑ Firearms must be stored in a locked container and inaccessible to children.
- ❑ Sleeping and play areas, restrooms, and other areas that children occupy must be kept clean.