

# Instructions for Search of Juvenile Justice Records

Daycare Licensing requires that every individual 13 years of age or older must complete a Department of Health and Welfare Criminal History Check *and* a check of all Juvenile Justice Records in all the counties that the individual has lived from the age of 13 through the age of 17. The parent/guardian is responsible for initiating these checks and for any costs associated. This document was developed by the Department in an effort to streamline the Juvenile Justice Records request process.

## ◆ HOW TO COMPLETE THE FORM ◆

### Juvenile Court / Probation Office

- Fill in name and address of the court or probation office you are sending the records request form to. *Send a separate form to each location.*

### Name and Date of Birth of Minor Child

- Fill in the legal name and date of birth of the minor child you are requesting records for.

### Parent / Guardian

- Fill in the name, address and phone number of the parent/guardian completing and signing the form.

### Signature

- Both the minor child and parent/guardian are required to sign the records request form.

### Daycare Facility Name – Director/Owner Name

- Fill in the name of the daycare and the name of the person who is the director and/or owner of the daycare.

### Mail Form

- Mail completed records request form to each appropriate court or probation office.
- All records will be returned directly to you. You will then provide those records to:

IdahoSTARS, Daycare Licensing Program  
4355 W. Emerald St., Ste 250  
Boise, Idaho 83706

Fax: 208-345-2973  
Email: VS@IDAHOAEYC.ORG

**For additional information call the Idaho CareLine at 2-1-1 or 1-800-926-2588 and ask to speak with daycare licensing vendor specialist.**

# AUTHORIZATION AND REQUEST FOR SEARCH OF JUVENILE JUSTICE RECORDS

Juvenile Court: \_\_\_\_\_

Probation Office: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

In accordance with Idaho Code Section 39-1105, every individual thirteen (13) years of age to eighteen (18) years of age who has unsupervised direct contact with children in a day care setting or who is regularly on the premises of a day care facility must complete a criminal history background check that includes a check of the juvenile justice records of adjudications of the magistrate division of the district court, county probation services, and department records ("juvenile justice record").

**In accordance with the above Idaho Code, I am requesting a search of all juvenile justice records for the minor child identified below:**

Name of Minor Child: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City

State

ZIP Code

Name of Daycare Facility: \_\_\_\_\_

Signature of Minor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

TO BE COMPLETED BY JUVENILE COURT

TO BE COMPLETED BY JUVENILE PROBATION

No records revealed

No records revealed

Records Attached

Records Attached

Date of Search \_\_\_\_\_

Court Clerk Signature or Initials \_\_\_\_\_

**\*Please return this record to the Parent/Guardian as listed above**