

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**