

Background Check Information for Guardianships

Background checks are required by law for all petitioners seeking guardianship; it can take several weeks for results to return so please schedule as soon as possible. There is a \$65 fee for background checks.

Register online at <https://chu.dhw.idaho.gov/>

Step 1: Register as a new user. Click on the new registration button on the left menu to create a new user account. Your username and password must be at least eight letters or numbers without spaces. Do not use special characters to compose your password. Write down your name and password for future use – you will need it! Provide an email for password assistance. If you forget your password, you can email the criminal history unit and it can be reset for you. After registering, you will automatically be returned to the homepage and be required to log on using your user name and password.

Step 2: Logon – create a new account or use your existing one (if you have been fingerprinted before). Use the “How to Use This Site” and “How to Apply” tabs on the home page to understand how to use the site and what information you will need for completing the application.

Step 3: Gather and report required information.

This step will require an identification number – please use agency number 7316. You are also required to select a name, please choose:

- Regions 1&2 Amanda Barras
- Regions 3&4 Amanda DeYoung
- Regions 6,7&8 Craig Anderson.

This will ensure fingerprint result are available to the guardianship committee.

In this step, you will report any arrests or convictions you have had, any probation or parole information, any involvement with Child Protection or Adult Protection investigations, driver’s license information, and the type of service you will be providing. If you plan to become both a guardian and a certified family home, **call the finger-printer** so they can help you sign up for both at the same time.

*If you do not make the finger printer aware that you are applying for both guardianship and to become a CFH, you **may** need to return to be fingerprinted a second time.*

Step 4: Complete and submit your application. After clicking the “Complete Application” menu item, follow the directions on each page and complete all necessary questions. When you have completed the application, please review the “Additional Instructions”. When you're satisfied that your form is complete, click the “submit” button at the bottom of the page.

Step 5: Schedule fingerprint appointment. After submitting your application, you will be given the option of scheduling your fingerprint appointment at a Department of Health and Welfare location or mailing in your fingerprints with the application.

You can be fingerprinted at the following locations:

Northern Idaho		
Coeur d' Alene	Lewiston	Moscow
1120 Ironwood Dr, Suite 214	Lewiston State Office Building	1350 Troy Highway
Coeur d'Alene, ID 83814	1118 F Street, 1st Floor	Moscow, ID 83843
	Lewiston, ID 83501	*By Appointment Only
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Southwestern Idaho		
Boise Westgate, 1 & 2	Mountain Home	Nampa, 1 & 2
1720 Westgate Drive, Ste A-2	2420 American Legion Blvd	823 Park Centre Way, Entrance 1
Boise, ID 83704	Mountain Home, ID 83647	Nampa, ID 83651
	*By Appointment Only	
Twin Falls	Burley	
601 Pole Line Rd, Suite 3-A	2241 Overland Ave	
Twin Falls, ID 83301	Burley, ID 83318	
*Closed Wednesdays	*By Appointment Only	

Eastern Idaho		
Pocatello	Idaho Falls	Rexburg
1070 Hiline Rd, Suite 265	Idaho State Building	333 Walker Drive
Pocatello, ID 83201	150 Shoup Ave, 3rd Floor	Rexburg, ID 83440
	Idaho Falls, ID 83402	*By Appointment Only
	*Closed Thursdays	

Step 6: Print the application and status page and keep your appointment!