Guide to New Applications for a Background Check

New Employee

Creates application on
https://chu.dhw.idaho.gov

Working before fingerprints are received by Criminal History?

Not working before fingerprints are received by Criminal History?

Employee prints application and signs it before a notary. It is presented to the employer for review for disqualifying offenses. Employer keeps a copy for their records.

Employee comes to fingerprint appointment with photo ID and fee. Criminal History will print and notarize application for them.

Employee is available to work 21 days from the day the application was notarized.

Employee misses appointment. They should reschedule immediately. They are not available to work past 21 days from the date they signed their application before a notary.

Employee is now available to work based on facility's rules while awaiting results.

Employee comes to fingerprint appointment with photo ID, fee and a copy of their notarized application.

Employee is now available to work based on facility's rules while awaiting results.

Once the background check is complete the employer should print the clearance letter from the Criminal History Unit's website. The letter should be reviewed to determine suitability of employment and then kept on file.