Guide to Transferring a Background Check

New Employee

Have they had a background check with the Department of Health & Welfare in Idaho within the past 3 years?

YES

Employee or Employer calls/e-mails the Criminal History Unit with the employee’s birthday, name, and the employer’s identification number.

Non-Transferable

Employer logs onto their employer account on the Criminal History website. They go to “Find Applicant” on the left and search for the employee on the next screen. Double click on the employee’s name. The applicant status page should appear. Scroll down to the button “Print Clearance Letter”. Employer should retain a copy of the letter for their records.

Transferable

The employee is available to start work!

NO

See New Application Chart

A name check with the Idaho State Police must be initiated within 30 days of the transfer.

Once the results of the name check are received ensure that there are not any new disqualifying offenses on their record. Retain the results for your records.