



Idaho State Board of Pharmacy

1199 W Shoreline Lane Ste 303 Boise, Idaho 83702-9103 <http://bop.idaho.gov>
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Fingerprint Processing For Designated Representatives (For prints received in our office postmarked 09/27/16 and after)

The following requirements must be met, with submission of a corresponding application;

1. Background Check Fee – **\$32.00**
 - Payable to the Idaho State Board of Pharmacy.
 - Fees are subject to change without notice per ISP and FBI fee schedules
2. Have a local law enforcement or other authorized agency assist you in completing the fingerprints. There may be a separate fee by that agency/entity to complete the fingerprints.
3. Government Issue Photo ID – (Do not fax as they are unreadable and the picture unrecognizable)
 - Driver's License
 - Passport
4. Completed 'Non-Criminal Justice Applicant Privacy Statement' – included in fingerprint packet
5. Submit the completed fingerprints along with all other required application documents to our office. See 'Required Documents' form found with corresponding application.

The background check process takes approximately 3 – 4 weeks. Results are valid for 180 days. If an application is not completed within 180 days a new background check will be required.

If you have questions or want to check the status of your application, please contact the Board office at info@bop.idaho.gov