



Idaho State Board of Pharmacy

PO Box 83720

Boise, Idaho 83720-0067 | Phone: 208-334-2356 | Fax: 208-334-3536

1199 Shoreline Lane Ste 303 Boise, Idaho 83702-9103 | <https://bop.idaho.gov> | info@bop.idaho.gov

Fingerprint Processing Instructions

(Postmarked 07/01/18 and after)

- Idaho Pharmacist
- Non-Resident Pharmacist
- Pharmacy Technicians
- Pharmacy Students
- Designated Representative for Wholesale Distributor of Prescription Medications

An online application must be completed and submitted **prior** to mailing a fingerprint card to the Board office. Print cards that are mailed prior to submitting an online application will substantially delay processing times

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

1. Background Check Fee – **\$28.25**

- Payment will be made online along with application fee
- Fees are subject to change without notice per Idaho State Police and Federal Bureau of Investigations fee schedules

2. Fingerprint card

Fingerprint Packet Options:

- **Option 1** - By Mail: Send an email to info@bop.idaho.gov, to have a Fingerprint Packet mailed to the applicant. Include the full address & name, with the application type.
- **Option 2** - Walk-In: Contact local law enforcement agency, or fingerprinting company. If the agency/company does fingerprint services, they may also have fingerprint cards available.
- **Option 3** - Print Blank Fingerprint card: Use this link to print a copy of a fingerprint card <https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>

All applicants, no matter what fingerprint card option is chosen must complete the following

- Read the 'Non-Criminal Justice Privacy Statement' form that is attached to the instruction sheet for the applicable application
- Mail completed fingerprint card & a copy of the "Application Submitted" page to our office. Scanned or faxed copies cannot be accepted

3. Government issued photo ID such as a driver's license or passport – must be uploaded a current version to the online application

Important note - Background results are valid for 180 days. If an application is not completed within 180 days a new application & background check will be required. If there are questions, or to check the status of an application, please contact the Board office at info@bop.idaho.gov.