



Idaho State Board of Pharmacy

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Fingerprint Processing Instructions For Idaho Pharmacists, Non-Resident Pharmacist, Pharmacy Technicians, Pharmacy Students, & Designated Representatives.

(For prints received in our office postmarked 07/01/18 and after)

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

****Important Note**** Online applications must be completed and submitted **prior** to sending fingerprint card to the board office. Sending a print card in before submitting your online application could delay processing times.

1. Background Check Fee – **\$28.25**

- Make payment online when completing application for the most rapid processing.
- If paying by check make payable to Idaho State Board of Pharmacy
- Fees are subject to change without notice per Idaho State Police and Federal Bureau of Investigations fee schedules

2. Completed fingerprint card - for the background check:

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 finger print card option is chosen above must do the following;

- Print & complete the 'Non-Criminal Justice Privacy Statement form' & submit with the application (upload online)
- **Mail original completed fingerprint card & a copy of your "Application Submitted" page to our office. Scanned or faxed copies cannot be accepted.**

3. Copy of current, government issued photo ID such as a driver's license or passport, this can be uploaded during the application process.

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