

Background Check Fees

All daycare background checks will be "enhanced."  
An enhanced background check looks at all states in which the worker has resided in the last five years.

Enhanced – \$65.00 + out of state fees.  
(Out of state fees vary from \$0 – \$30 /state lived in within the past five years).

Creating and Submitting Application

**Provider: Creating Account**  
Daycare providers (agency) must create an account to begin processing employee background checks and accessing the results. Provider accounts can be created under "Agency Login" at: [healthandwelfare.idaho.gov/bcu](http://healthandwelfare.idaho.gov/bcu)

**Individual: Creating Account**  
Individuals (applicants) must create an account to complete a background check for employment and licensure. Individual accounts and applications can be created under "Applicant Login" at: [healthandwelfare.idaho.gov/bcu](http://healthandwelfare.idaho.gov/bcu)

**Submitting Application**  
Once an applicant has submitted their application, the applicable Agency must review and approve this application prior to fingerprinting.

**Fingerprinting**  
Fingerprinting services are available by walk-in or by appointment at the following locations:

- North: Coeur d' Alene, Lewiston and Moscow
- Central: Boise, Caldwell and Twin Falls
- East: Pocatello, Idaho Falls and Rexburg

Appointments can be scheduled in "Applicant Login" at [healthandwelfare.idaho.gov/bcu](http://healthandwelfare.idaho.gov/bcu)

Background Check Unit



Make a difference in the life of a child. Get started as an Idaho foster parent today.

Contact Us

-  [bcu@dhw.idaho.gov](mailto:bcu@dhw.idaho.gov)
-  208.332.7990
-  450 W. State Street, 9th Floor  
Boise, ID 83720



Daycare Background Checks

New Requirement

Effective July 1st, 2025, all daycare workers within the State of Idaho must complete employment background checks through the Department of Health and Welfare's (DHW) Background Check Unit.

[HealthandWelfare.idaho.gov/bcu](http://HealthandWelfare.idaho.gov/bcu)

Background Check Unit



# New Daycare Worker Background Check Requirement

Effective July 1, 2025, all daycare workers in the State of Idaho must complete background checks through the Idaho Department of Health and Welfare (DHW).

DHW will honor all non-expired city daycare worker licenses in good standing until the date of expiration, or until July 1st, 2026, whichever is sooner.

Background checks for daycare workers look at all states in which the worker resided for the past five years. This can take upwards of 30 days. DHW recommends that any individual whose license expires in July or August of this year complete their application as soon as possible.

## What is a DHW Daycare Background Check?

DHW completes fingerprint-based background checks. These checks include seeking information from the FBI, Child Abuse and Neglect registry, and other registries and States lived in within the past five years.

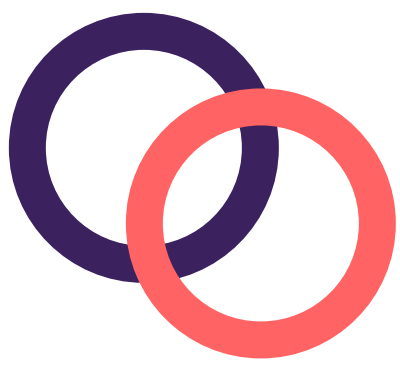
## What information is looked at in the background check?

- Federal Bureau of Investigation
- Idaho Certified Nurse Assistant Registry
- Idaho Department of Transportation Driving Record
- Idaho State Police Bureau of Criminal Identification
- Any state or federal Child Protection Registry
- Any State or Federal Adult Protection Registry
- Any state or Federal Sex Offender Registry
- Medicare and Medicaid Exclusion List

## What would prevent me from passing the background check?

DHW will issue a Denial if you have conviction, withheld judgment, or relevant finding for any of the disqualifying criteria listed in IDAPA 16.05.06.

# Reference Authority



## IDAPA 16.05.06

Criminal History and Background Check Rules

## IDAPA 16.06.02

Rules Governing Standards for Childcare Licensing

## Statute 56-1004A

Authority given to the Department of Health and Welfare to conduct criminal history background checks on individuals who provide care to the vulnerable.

## HB 243

Childcare Licensing House Bill effective July 1, 2025

# As a provider, am I required to keep documentation of staff's completion of a background check?

Providers must maintain documentation of all staff's completion of a background check, as required for licensure.

## What is a background check code?

A background check code links the applicant's application to the provider (agency) who is requesting the background check to be completed. Once a provider (agency) creates an account, the Background Check Unit will review and approve the request, if all required fields are completed. Once approved, an automated email will be sent to the agency with the code. The agency will then give the code to the applicant to submit their application.

## How do I use the code?

After logging in to the provider (agency) account, click your agency name at the bottom of the home page to find the code you should give applicants in order for them to submit an application.

## Can background checks be transferred/connected?

Yes. Background checks can be transferred (connected to) for 3 years from the first background check, as long as the services being provided are similar. If an applicant has a completed background check within the last 3 years and the services are similar, the applicant will submit an application with the provider code. Once the provider reviews and submits the application in their account, the background check will automatically connect to the applicant's last background check. If a provider completes a transfer, an Idaho State Police Name Check needs to be initiated by the provider. (this form is available on our website).

## How do I get the clearance letter?

The results letter will be viewable in the provider account under "Determination – Available" page or in the applicant profile under "Documents".

