



**DEPARTMENT OF  
PUBLIC HEALTH AND HUMAN SERVICES**

**STATE OF MONTANA**

**- RELEASE OF INFORMATION -  
For Registered and Licensed Child Care Providers  
Criminal / Protective Service / Motor Vehicle  
Background Checks**

**PERSONAL INFORMATION**

**Section A – Current Information**

Phone # \_\_\_\_\_

Legal Name: \_\_\_\_\_  
(First) (Middle) (Maiden) (Last)

Aliases/Other Names Used: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Sex:  Male  Female Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_

**Section B – Past Residences**

**Within the last five (5) years, have you...**

1. ...lived in another state?  Yes  No

2. ...lived on or do you now live in an area designated as an Indian reservation?  Yes  No

If you answered yes to the any of the above questions:  
 ➤ Please state where you have lived in the table below.  
 ➤ You will need to obtain an out of state background check or a tribal background check at your cost.

City	County	Reservation	State	Dates of Residency (From – To)

**Section C – Prior Caregiver Approvals**

Have you been...  
 ...registered / licensed to care for children before?  Yes  No  
 ...approved, in any capacity, to provide care in a child care facility?  Yes  No

IF YES: Please give the Director / Facility Name and the Dates at the facility.

\_\_\_\_\_  
(Director / Facility Name) (Dates)

\_\_\_\_\_  
(Director / Facility Name) (Dates)

**PLEASE COMPLETE BOTH SIDES OF THIS FORM**

# FACILITY INFORMATION

## Section D – Employment Status

The facility that I am working / living at is:

Provider #: \_\_\_\_\_

Director Name / Facility Name: \_\_\_\_\_

Facility Mailing Address : \_\_\_\_\_

**My ROLE with this facility is (please check all that apply):**

### Center Use Only:

- |  |  |
|--|--|
| <input type="checkbox"/> Director          | <input type="checkbox"/> Substitute Provider |
| <input type="checkbox"/> Primary Caregiver | <input type="checkbox"/> Volunteer           |
| <input type="checkbox"/> Aide              | <input type="checkbox"/> Non-Provider Staff  |

### Family and Group Only:

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Director            | <input type="checkbox"/> Spouse      |
| <input type="checkbox"/> Primary Caregiver   | <input type="checkbox"/> Adult Child |
| <input type="checkbox"/> Caregiver           | <input type="checkbox"/> Other Adult |
| <input type="checkbox"/> Non-Provider Staff  | <input type="checkbox"/> Volunteer   |
| <input type="checkbox"/> Substitute Provider |                                      |

**My START DATE at this facility is:** \_\_\_\_\_

## Section E – Authorization Statement and Signature

I, \_\_\_\_\_ (applicant name), am aware that \_\_\_\_\_ (provider or its authorized representative), has requested confidential information from the Montana Department of Public Health and Human Services, in accordance with 41-3-205(3)(o), MCA as part of a review of my personal background in connection with my status as a current or prospective employee of or volunteer for that entity.

I am aware that CFSD, DMV, and DOJ records may contain information that could adversely affect my employment or volunteer status and/or approval as outlined in ARM 37.95.161 and ARM 37.95.176. These records will relate to any substantiated report(s) of child abuse or neglect in Montana, criminal history records, and motor vehicle records. As a household member, I understand that I am also subject to the above requirements.

I am also aware that although the entities or individuals requesting and receiving confidential CFSD information are bound by law or agreement with DPHHS to protect or preserve its confidential nature, DPHHS has no ability or authority to ensure that confidentiality is maintained after this information is released by DPHHS.

In full acknowledgement of the above information and notice, I authorize CFSD to provide the requested confidential information to \_\_\_\_\_ (provider or its authorized representative), and I **hereby also release CFSD from any claims or causes of action which may subsequently arise from release of this confidential information.**

**NOTE: Any deletions or oversights may result in the denial of your application.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(To be signed in front of a notary)

### TO BE COMPLETED BY A NOTARY PUBLIC:

Taken, sworn, and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_

\_\_\_\_\_  
Notary Public for the State of Montana

Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_