

Fingerprint Information

Substitute Applications, or other positions that require fingerprints, **will not** be processed until your background check is completed. To obtain a background check, fingerprints are required.

To get your fingerprints:

The Gallatin County Detention Center in Bozeman will process fingerprints. Substitutes are required to pay for the cost of the fingerprints of \$15.00 cash or check only.

The Detention Center is located at 605 S. 16th in Bozeman between W. Koch and W. College off of South 19th.

Fingerprint testing is done:

- **Tuesday, Wednesday, Thursday – 3:00pm to 4:30pm**
- **Tuesday evening – 7:00pm to 8:30pm**
- **Saturday – 12:00pm to 2:00pm**

To ensure times may not have changed, click here for most up to day timeframes:

http://gallatincomt.virtualtownhall.net/Public_Documents/gallatincomt_detention/fingerprints

Please bring your fingerprinting card to the Belgrade School Administration Office, 312 North Weaver, Belgrade MT along with a check for \$27.25 made out to Montana Criminal Records to complete the process.

Thank you!

Belgrade Schools Human Resources Department

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406-924-2026