



Idaho State Board of Pharmacy

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Fingerprint Processing

July 15, 2010

1. Beginning July 1, 2010 all applicants for **original** licensure, registration and/or reinstatement through the Idaho Board of Pharmacy are required to submit fingerprints for Idaho and FBI criminal background check (54-1718). The Board of Pharmacy will supply you with a fingerprint card.
2. Applicants that are required to be fingerprinted by other licensing entities may have their printing done at the same time, though they will need to have a print card from each entity as the FBI uses the statutory authority granted to each agency to complete the background checks i.e. 54-1718.
3. **Applicants in proximity to the Idaho State Police (ISP) Fingerprint Division in Meridian, Idaho can participate in *LiveScan* printing by calling ISP (208.884.7141) for an appointment.**
 - a. If you participate in ***LiveScan***, ISP personnel will take your prints, process them and send the results to the Board of Pharmacy. Cost is \$5 for fingerprinting (*payable to ISP at the time of printing*)
 - b. Attach a copy of your fingerprinting receipt from ISP to your application prior to submission to the Board.
 - c. Submit application fee and background check fee of \$29.25; you are welcome to send one check to cover both fees.
4. Applicants that are unable to participate in ***LiveScan***
 - a. Request a fingerprint packet from the Board office
 - b. Take the fingerprint packet to local law enforcement or other agency authorized to obtain fingerprints. (Most agencies will charge a nominal fee for fingerprinting)
 - c. Ensure the fingerprint card sealed per the enclosed instructions
 - d. Return the fingerprint packet to the Board office with your application, application fee and background check fee of \$29.25; you are welcome to send one check to cover both fees.

If you have any questions please contact the Board office @ 208.334.2356 or Ellen.Mitchell@bop.idaho.gov