



Montana Statewide Search Instructions

The state of Montana may require an applicant to provide fingerprints to confirm the identity on any possible records found in the state repository. The below steps should be followed in order to make sure there are no delays in processing the background request.

- Applicant should submit an FBI fingerprint card.
- The applicant can go to a local law enforcement agency and ask to be ink rolled.
- If the applicant needs a blank fingerprint card they can email FishersClinicalServicesShipping@fadv.com and ask them to send a blank fingerprint card. Please be sure the applicant provides their address when emailing.
- The applicant should be sure that they sign the fingerprint card.
- Make sure that the officer that takes the fingerprints signs the card.
- The applicant needs to complete all of their demographics information including DOB, SSN, place of birth, sex/gender, race, height, weight, hair and eye color.
- Once they get their fingerprints taken, they should send the fingerprint card to the address below using a mailing method that includes a tracking number.

First Advantage

Attn: CRRG

11800 Exit 5 Parkway, Suite 120

Fishers, IN 46037

