

RESIDENT BAIL LICENSE FINGERPRINTING CHECKLIST

General Renewal information:

- Keep this page and a copy of your ISP form on file for future reference.
- Please start your fingerprinting process 4-6 weeks in advance to ensure enough time for return to be received by the Idaho DOI.
- No Bail license will be renewed before receiving return of fingerprints from the FBI.
- Please reference [Bulletin 11-05](#) requiring Bail agents to fingerprint at renewal.
- For other licensing questions/maintenance, please refer to the [Bail webpages](#) or the [Bail licensing flyer](#).

In the Meridian ISP area:

- Complete the [Fingerprint Based Criminal Background Check Form](#)
- Take the completed form to the ISP and have your fingerprints taken
- Cost is \$10 for fingerprinting services and \$20.00 for background check for a total of \$30.00; checks should be made payable to Idaho State Police.
- ISP will send results directly to the Department
- Complete your CE and renew your license
- Your license renewal will be processed after all requirements have been met. Fax receipt for fingerprints and any supporting documentation needed for your renewal—such as criminal background information—to the attention of *Renewal Clerk* at 208-334-4398 or via email to agent@doi.idaho.gov. Your renewed license will be emailed to you upon issuance.

Outside the Meridian ISP area:

- Go to the local sheriff's office or police station and have your fingerprints taken. They will provide you with the fingerprint card and receipt for cost of fingerprinting.
- Complete the [Fingerprint Based Criminal Background Check Form](#) (also available at www.isp.idaho.gov)
- Mail fingerprint card, completed ISP form and a \$20.00 check for the background search to ISP (address on the ISP form). Checks should be payable to Idaho State Police.
- Complete your CE and renew your license
- Your license renewal will be processed after all requirements have been met. Fax receipt for fingerprints and any supporting documentation needed for your renewal—such as criminal background information—to the attention of *Renewal Clerk* at 208-334-4398 or via email to agent@doi.idaho.gov. Your renewed license will be emailed to you upon issuance.

Questions? Please contact us at 208-334-4339 or agent@doi.idaho.gov.