

March 20, 2020

ND Dept of Human Svc – Child & Family Services Division
FAQs – Background Checks

Q1 Is fingerprinting still be done for background checks?

Human Service Centers are fingerprinting by appointment only. Some locations have spread out appointment times to aid in minimizing social contact between individuals being fingerprinted.

Most law enforcement agencies throughout the state have suspended fingerprinting services. Individuals have the option of scheduling an appointment with the human service center in their region.

HUMAN SERVICE CENTER LOCATIONS AND PHONE NUMBERS	COUNTIES
Northwest Human Service Center – Williston 701-774-4600	Divide, McKenzie, Mountrail, Williams
North Central Human Service Center – Minot 701-857-8500	Bottineau, Burke, McHenry, Mountrail, Renville, Pierce, Ward
Lake Region Human Service Center – Devils Lake 701-477-9050	Benson, Cavalier, Ramsey, Rolette, Towner
Northeast Human Service Center – Grand Forks 701-795-3000	Grand Forks, Nelson, Pembina, Walsh
Southeast Human Service Center – Fargo 701-298-4500	Cass, Ransom, Richland, Sargent, Steele, Traill
South Central Human Service Center – Jamestown 701-253-6300	Barnes, Dickey, Eddy, Foster, Griggs, LaMoure, Logan, Stutsman, Wells
West Central Human Service Center – Bismarck 701-328-8888	Burleigh, Emmons, Grant, Kidder, McIntosh, McLean, Mercer, Morton, Oliver, Sioux
Badlands Human Service Center – Dickinson 701-227-7500	Adams, Billings, Bowman, Dunn Golden Valley, Hettinger, Slope, Stark

CHILDREN AND FAMILY SERVICES

600 E Boulevard Ave Dept 325 | Bismarck ND 58505-0250

701.328.3541 | Fax 701.328.3538 | 800.755.2604 | 711 (TTY) | www.nd.gov/dhs

Q2 Are background checks still being processed?

The Criminal Background Check Unit (CBCU) will continue processing background checks for Children & Family Services programs. Those programs are: **Early Childhood Services; Foster Care Licensing; TANF Kinship Care; Relative Care; Adoptions; Guardianship; and employment in a Qualified Residential Treatment Program (QRTP), Supervised Independent Living Program (SILP), Licensed Child Placement Agency (LCPA) or Psychiatric Residential Treatment Facility (PRTF).**

The CBCU is working diligently to limit delays in turn-around times for background check results with as little disruption as possible. While we continue our efforts, we are mindful of the impact that other agencies are experiencing and recognize that delays in responses are likely to occur.

North Dakota Bureau of Criminal Investigations have made adjustments to their staffing which will allow for continued processing of background check requests. They will keep the CBCU apprised of any changes within their agency as well as with the FBI.

Q3 Can background check results be shared between multiple agencies to meet background check requirements?

Regulations set by the Federal Bureau of Investigations restrict fingerprint-based background check results from being used for purposes other than the purpose that was indicated at the time of fingerprinting. Results can be used for more than one purpose ONLY if all purposes were indicated at the time of fingerprinting AND all purposes are checked on the Personal Authorization for Criminal History Record Information Inquiry From (SFN 829).

Q4 We are concerned that delayed turn-around in background check processing will make it harder for us to hire new staff, in the case of workforce shortages. Will DHS waive background check requirements?

At this time, background check requirements for Early Childhood Services, Foster Care Licensing, TANF Kinship Care, Relative Care, Adoptions, Guardianship and employment in a QRTP, SILP, LCPA or PRTF are not being waived. Any changes to these requirements will be posted to this site.

Instructions and required forms for background checks that are processed by the CBCU can be found at <http://www.nd.gov/dhs/services/childfamily/cbcu/index.html>. Click on the type of background check needed (example Foster Care Related) and follow the instructions on the next page.

If you need assistance opening the Personal Authorization for Criminal History Record Information Inquiry From (SFN 829), please submit an email with your name and phone number to dhscfscbc@nd.gov and a member of the CBCU will contact you.