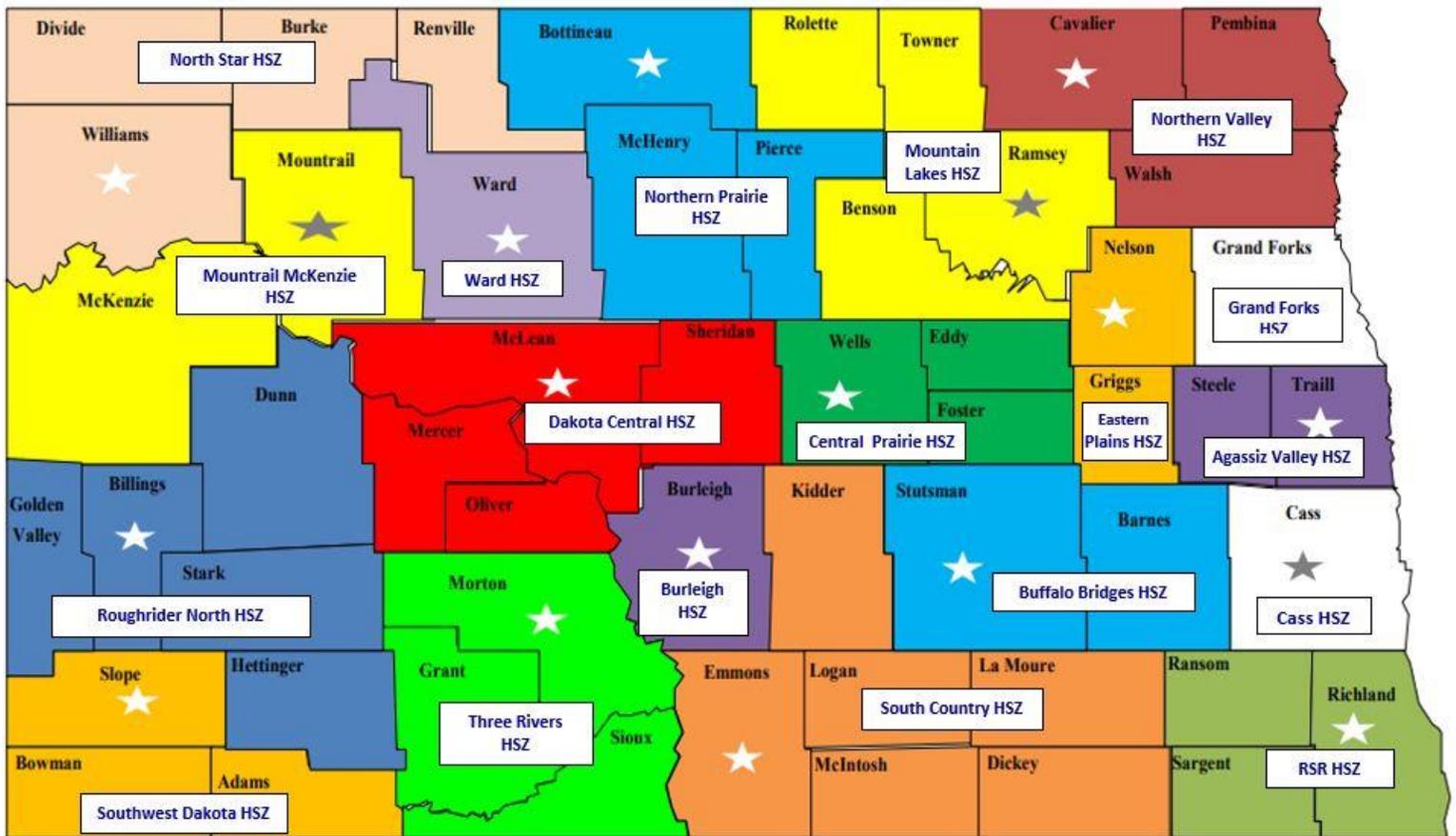


## INSTRUCTIONS FOR COMPLETING FORMS AND SUBMITTING A FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK.

1. Go to <http://www.nd.gov/dhs/services/childfamily/cbcu/index.html> to access required forms. Select the type of background check you need (i.e. foster care related or guardianship)
2. Complete Personal Authorization for Criminal History Record Information Inquiry Form (SFN 829).
  - This form **must be typed**. Handwritten and/or incomplete forms will not be accepted.
  - Enter "Today's Date" by selecting the date from the calendar drop down box – arrow will appear on right of the box.
  - The requesting agency will be the Human Service Zone for the county where you live – see map below. The contact person, and their contact information, will be the zone personnel (case manager/licensor) you are working with. **This map below not apply to Foster Homes through PATH ND, Lutheran Social Services, Youthworks or Guardianship if you are working directly with Juvenile Court. In these instances, enter the name and contact person for the agency in which you are working with.**



- Select the Reason for Background Check and select the specific purpose.
  - If you need a background check for more than one purpose you check BOTH reasons on the form. (Example Foster Home and TANF Kinship Care)
- Enter your information and answer questions 1-3 in the Applicant Information section.
  - YOUR personal email address is required
  - Do not leave any sections blank.
  - If you answer "yes" to questions 2 or 3, you MUST provide information in the box below the questions.

- Address history – you must provide a full 5-year address history.
  - Begin with your current street address and work backwards.
  - Click the *Add Another Address* button as needed to enter additional addresses.
  - **If you lived in another state in the past 5 years**, you may need to complete additional authorization forms for out-of-state record requests.
    - Click on the folder for each state you have lived in during the past 5 years.
    - Read the form instructions BEFORE clicking on the form PDF.
    - Print the completed form BEFORE signing and dating the form. **Some forms require notary or witness signatures.**

3. Complete Criminal History Record Check Request Form (SFN 60688).

- This form **must be typed**. Handwritten forms will not be accepted.
- Do not change any information that has been pre-entered into the form.

4. Print a BLANK Fingerprint Identity Verification Form (SFN 836).

5. Schedule an appointment to be fingerprinted. You must print and bring **ALL** forms and a valid government issued photo ID to your appointment.

- You may be fingerprinted at any Human Service location

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

- You may also be fingerprinted at a law enforcement agency, or any other agency that is authorized to do fingerprinting.
  - You must mail your forms and sealed fingerprints to: NDDHS, Children & Family Services  
Attn: CBCU  
600 E Boulevard Ave, Dept 325  
Bismarck ND 58505-0250