

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

1. Go to <http://www.nd.gov/dhs/services/childfamily/cbcu/child-care-index.html> to access required forms.
2. Complete Personal Authorization for Criminal History Record Information Inquiry Form (SFN 829). Follow the instructions below for completing this form – begin at the top working your way through the form.
 - 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 ND Department of Human Services.
 - The contact person, and their contact information, will be the childcare licensor (for staff, your employer will provide you with this information)
 - Select Child Care.
 - Enter your employer/provider information. (for staff, your employer will provide you with this information)
 - Enter your information in the Applicant Information section.
 - YOUR personal email address is required
 - Do not leave any sections blank.
 - Answer questions 1-3.
 - 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 above the form (PDF) before clicking on the form.
 - 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. (School ID cards, birth certificates or social security cards are NOT acceptable.)
 - 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