

Office of Management and Budget
Payroll and Miscellaneous Fiscal Policies

August 1, 2009

Policy 112 – Employee Criminal History Background Checks

Per NDCC 12-60-24, the Director of the Office of Management and Budget shall require a FBI criminal history background check for each individual who has access to personal information. For purposes of this policy, the term “personal information” applies to electronic information contained in the State’s PeopleSoft system.

This policy applies to applicants and employees:

- filling positions after July 31, 2007 and who will have access to personal information
- OR
- who will assume new job duties after July 31, 2007 that give them access to personal information.

Individuals are designated to have access to personal information if, in PeopleSoft, they have access to any of the following:

- HRMS/Payroll application
- vendor information
- state employee information such as home addresses, personal phone numbers, social security numbers or bank accounts
- one-time payment entry or inquiry

NOTE: [SFN 54418, ConnectND Financials Security Access Request](#) will designate the roles requiring an employee background check. All HRMS/Payroll roles will require a background check as found on [SFN 54176, ConnectND HRMS Security Access Request](#)

The Risk Management Division of OMB is responsible for coordinating the FBI background checks with the Bureau of Criminal Investigations (BCI) division of the State Attorney General. Below are the procedures to be followed:

1. BCI will initiate the IDB for the background check. If paying by ACH or check, the state agency must provide a copy of the voucher to Risk Management. The voucher must include the name of the individual(s) being fingerprinted. State agencies must use PeopleSoft Account Code 621055 to pay BCI.
2. The state agency requiring the background check must request the Risk Management Division to provide them with two official fingerprint cards.

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3. The individual to be fingerprinted is to complete and sign *the [Information Release Authorization for Background Investigation form, SFN 58613](#)*. This form can be printed from the Risk Management Division website.
4. State agencies will provide the individual with the two official fingerprint cards received from the Risk Management Division and arrange for the individual to be fingerprinted at a local law enforcement entity.
5. Agencies should contact the local law enforcement entity and notify them as to who is being sent to be fingerprinted. PeopleSoft Account Code 621050 should be used for payment of the fingerprinting. Payment can be made by check, ACH or pcard. The method of payment will be dependent upon the local law enforcement entity, whether or not credit cards are accepted as a method of payment.
6. The individual is to return both completed fingerprint cards to the state agency requesting the background check.
7. The completed fingerprint cards and the signed Information Release Authorization for Background Investigation Form SFN 58613 are to be sent to the Risk Management Division of OMB. Risk Management will send the appropriate documents to BCI.

BCI will return the background check report to the Risk Management Division. The Risk Management Division, working with Human Resource Management Services, will assist the agency in determining the job relatedness of the BCI report for purposes of filling the position.