

Required Steps In The Background Check Process

Risk Management
701-328-7584

1. An employee (new or existing) will be requesting access or additional access to PeopleSoft by utilizing the forms referenced below.
 - a) HRMS System (SFN 54176)
 - b) Financial Information (SFN 54418)
 - c) Cognos Business Intelligence (SFN 59165)

If the access is going to be requested for a new employee make sure to include information in the job announcement that the successful applicant will be subject to a criminal background search.

2. Notify Risk Management that you are in the process of hiring an employee or assigning additional duties to an employee who will require a background check.
3. Risk Management will provide you with two sets of fingerprint cards per applicant.
4. Contact local law enforcement to arrange a time when the applicant can go to the law enforcement facility to have the fingerprinting process completed. When reporting to either law enforcement facility please bring an envelope with to put the fingerprint cards in.

NOTE: There are currently two different methods of capturing fingerprints: **1)** Ink Method (i.e. Burleigh County Courthouse); and **2)** Live Scan (i.e. Bismarck Police Department), which is an electronic method.

5. Arrange method for payment of fingerprinting service with the law enforcement facility: P-Card, establish an account for monthly payment, payment by check or cash, etc.
6. Provide the successful applicant with the two (2) fingerprint cards provided by Risk Management to take to the law enforcement facility. Even if you know in advance the employee will be using the live scan method be sure to send both cards. **Be sure to instruct the applicant to: (a)** take photo identification with them, and **(b)** not to fold the fingerprint cards.
7. The fingerprint card(s) must have the required information typed or printed on the card(s). See the example of a Fingerprint Card with the "required" fields illustrated. The fingerprinting official will complete the other required information at the time of the fingerprinting.
8. If the fingerprints are captured by the **ink method**, then two (2) fingerprint cards are required. If the fingerprints are captured by **live scan**, then only one (1) fingerprint card and the printout documentation provided by the law enforcement facility is required. BCI uses the printout documentation to locate the applicant's fingerprints in a database.
9. [Download SFN 58613](#). Fill in the Hiring Authority portion of the form. Require the successful applicant to complete the applicant history portion of the form and to sign it.
10. Forward the fingerprint card(s)/printout and the fully completed SFN 58613 to Risk Management. If your agency does not utilize the state government PeopleSoft system then fees will need to be paid by check* made payable to North Dakota Bureau of Criminal Investigation submitted along with the fingerprint cards and completed SFN 58613. **Paperclip the materials together - do not to staple or fold.** (*Check amount is \$47.25.)
11. Risk Management will submit the completed documentation to BCI for processing. The agency contact can expect a report back from Risk Management on the result of the background check within a week to 10 days after you submit the required material.