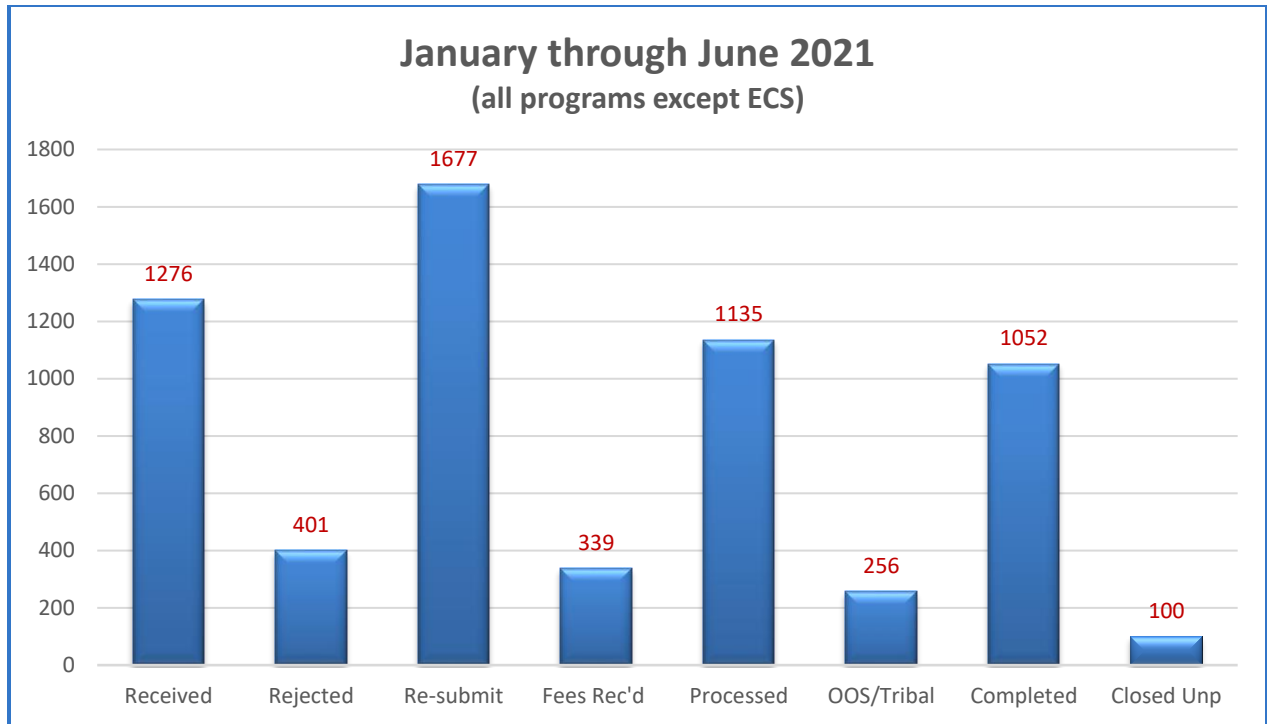
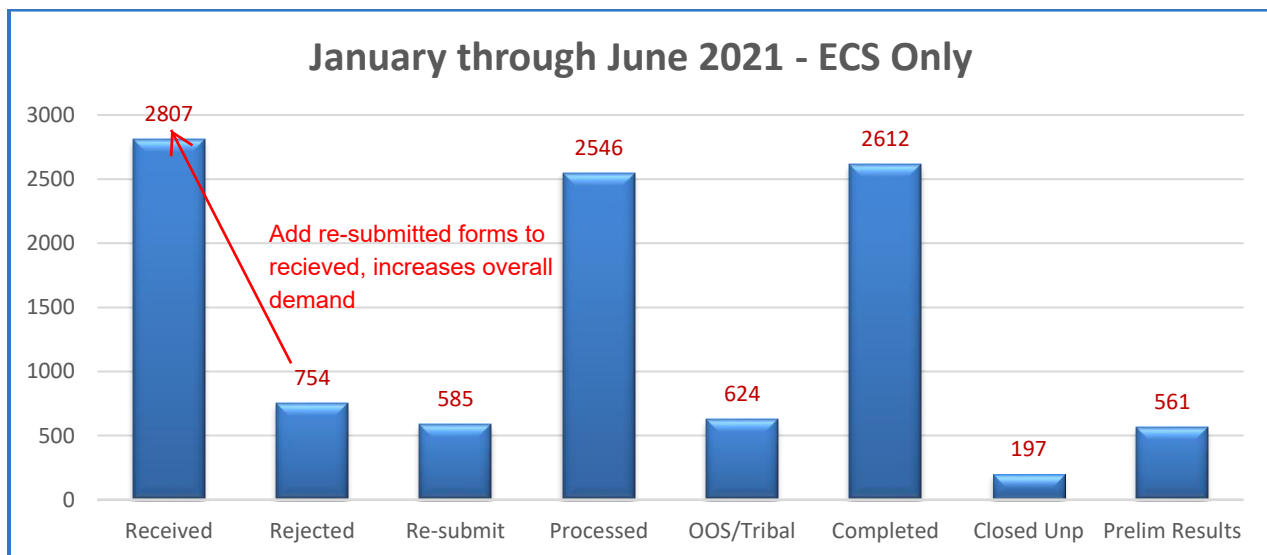


CRIMIANL BACKGROUND CHECKS



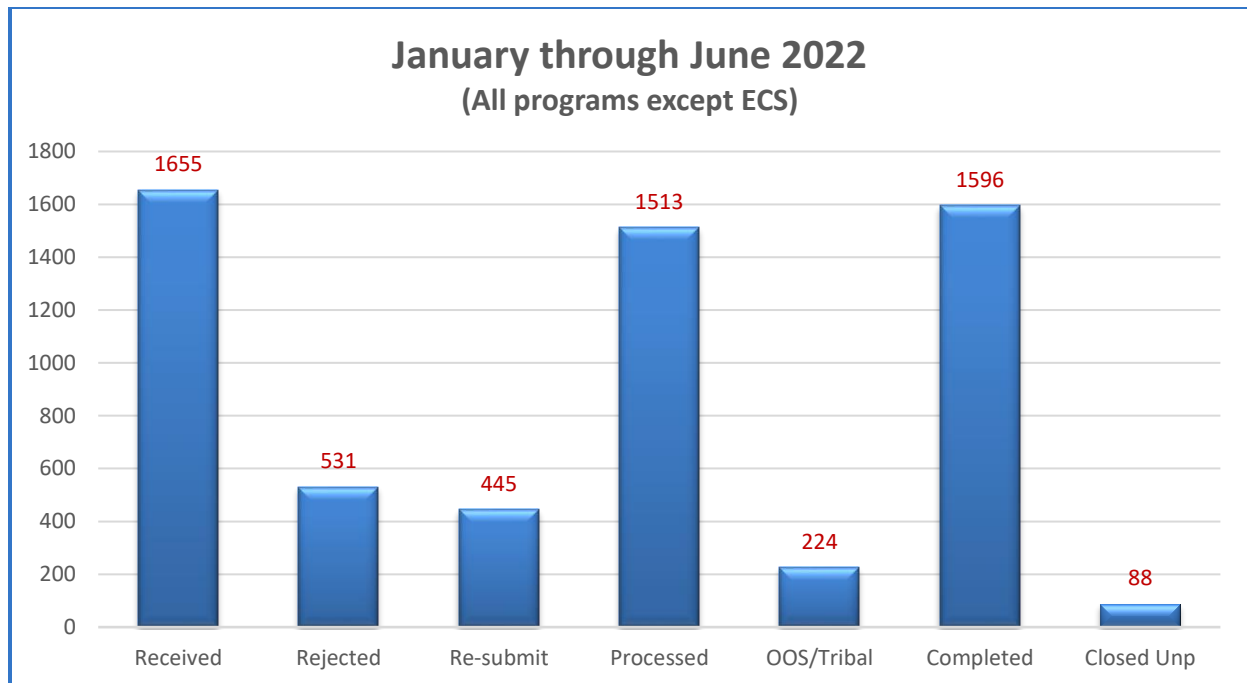
Program Percentages: Adoption 8%, Foster Care 15%, Guardianship 3%, Residential Facility and/or LCPA Employment 6%



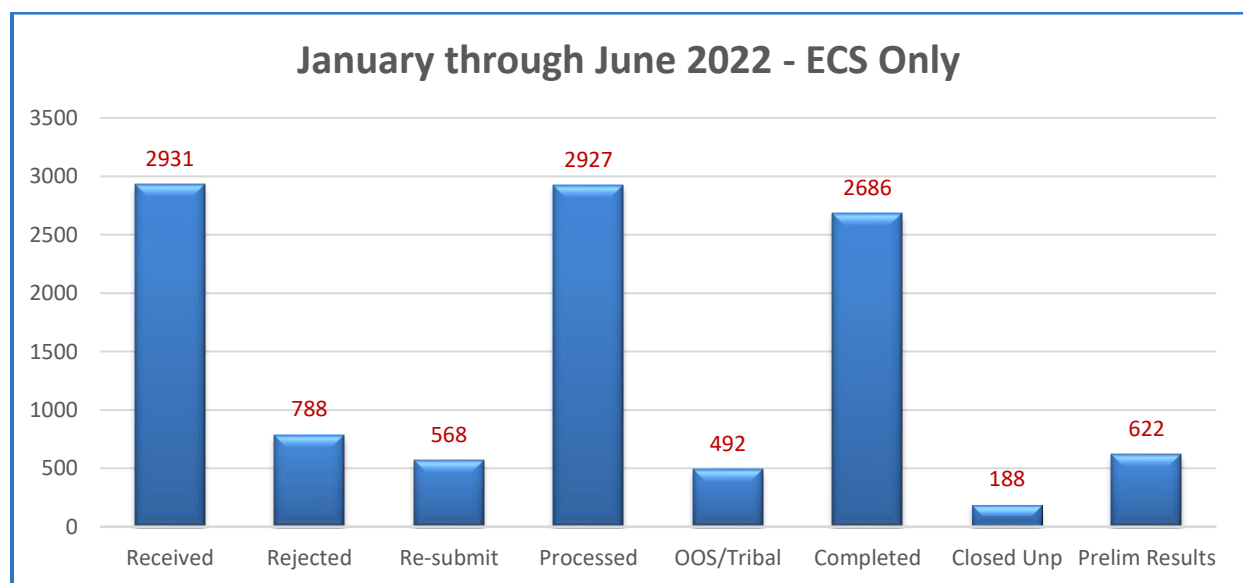
2021 ECS background checks make up 68% of all BGC requests received in the CBCU, and of those, 27% are rejected at least one time.

Average turn-around times (based on workdays)
 Ready to Process to Process Initiated ~ 2 days
 Process Initiated to BCI/FBI Records received ~ 2
 BCI/FBI Records received to Preliminary Results ~ 1 day
 Out-of-State and/or Tribal Records – 15 days

CRIMIANL BACKGROUND CHECKS



Program Percentages: Adoption 5%, DHS Employment 14%; Foster Care 10%, Guardianship 3%, Residential Facility and/or LCPA Employment 4%



2022 ECS background checks make up 64% of all BGC requests received in the CBCU, and of those, 27% are rejected at least one time.

Average turn-around times (based on workdays)
 Ready to Process to Process Initiated ~ 2 days
 Process Initiated to BCI/FBI Records received ~ 2
 BCI/FBI Records received to Preliminary Results ~ 1 day
 Out-of-State and/or Tribal Records – 15 days

CRIMINAL BACKGROUND CHECKS

Background checks processed by the CBCU are not initiated until a full kit is received. A full kit includes:

- Personal Authorization for Criminal History Record Information Inquiry Form (SFN 829).
- Criminal History Record Check Request Pursuant to NDCC 12-60-24 Form (SFN 60688).
- Fingerprints and Fingerprint Identity Verification Form (SFN 836).
- Forms or other items required by other States.
- Payment (adoption & private guardianship Only).

Requesting Out-of-State Records

Each State has very specific requirements involving a request for Child Protection Registry (CPS) searches and Criminal History Record Information records. Those requirements are outlined below.

- Authorization form. Some form specific requirements include the following.
 - Notary signature, witness signature, typed, photo ID affixed, fingerprints entered directly onto form, etc.
- Online requests. Most of these are processed solely by the CBCU, however, there are a couple states require the provider (employer) to submit the request, the subject to approve the request, etc.
- Payment. When payment is required, the CBCU must request a check from DHS Fiscal Division. The turn-around time from request to receipt of check averages 2 days. Upon receipt, the authorization form and payment are sent to the receiving state via mail.
- Release of results. Due to their State Laws, some results may only be released to the subject of the record check. When this occurs, the CBCU notifies the provider and the subject that a request has been initiated and advises the subject to “watch” for an email, or a letter, from that State. Upon receipt, they are asked to provide the CBCU with a copy of the response.

Causes for delays in initiating background checks include

- Incomplete and/or inconsistent forms.
 - When “corrected” forms are submitted, they are reviewed for processing in the same manner as new requests (essentially increasing demand by the number of rejections)
- Invalid fingerprints
 - Print cards are not signed by the subject, signed and dated by the official, are not sealed, or SFN 836 not attached.
- Receipt of forms and/or other items required for out-of-state requests.
- Receipt of payment (adoption & private guardianship only).