**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
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 days
- BCI/FBI Records received to Preliminary Results ~ 1 day
- Out-of-State and/or Tribal Records – 15 days
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 form 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).