

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

1. Go to <http://www.nd.gov/dhs/services/childfamily/cbcu/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.
  - The Requesting Agency will be the ND Department of Health & Human Services.
    - The contact person, and their contact information, will be the childcare licensur (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. If additional space is needed, please use SFN 829 – Page 2.
    - **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: NDDHHS, Children & Family Services  
Attn: CBCU  
600 E Boulevard Ave, Dept 325  
Bismarck ND 58505-0250

<b>HUMAN SERVICE CENTER LOCATIONS AND PHONE NUMBERS</b>	<b>COUNTIES</b>
Northwest Human Service Center – Williston 701-774-4600	Divide, McKenzie, Mountrail, Williams
North Central Human Service Center – Minot 701-857-8500	Bottineau, Burke, McHenry, Mountrail, Renville, Pierce, Ward
Lake Region Human Service Center – Devils Lake 701-477-9050	Benson, Cavalier, Ramsey, Rolette, Towner
Northeast Human Service Center – Grand Forks 701-795-3000	Grand Forks, Nelson, Pembina, Walsh
Southeast Human Service Center – Fargo 701-298-4500	Cass, Ransom, Richland, Sargent, Steele, Traill
South Central Human Service Center – Jamestown 701-253-6300	Barnes, Dickey, Eddy, Foster, Griggs, LaMoure, Logan, Stutsman, Wells
West Central Human Service Center – Bismarck 701-328-8888	Burleigh, Emmons, Grant, Kidder, McIntosh, McLean, Mercer, Morton, Oliver, Sioux
Badlands Human Service Center – Dickinson 701-227-7500	Adams, Billings, Bowman, Dunn Golden Valley, Hettinger, Slope, Stark