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

1. Complete Personal Authorization for Criminal History Record Information Inquiry Form (SFN 829).
   - This form **must be typed**. Handwritten and/or incomplete forms will **not** be accepted.
   - Enter “Today’s Date” by selecting the date from the calendar drop down box – arrow will appear on right of the box.
   - The requesting agency will be the employer (example: Catholic Charities)
   - Select LCPA as the reason for the background check.
   - 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.
     ▪ Click the **Add Another Address** button as needed to enter additional addresses.
     ▪ **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 BEFORE clicking on the form PDF.
       ▪ Print the completed form BEFORE signing and dating the form. **Note: some forms require notary or witness signatures.**
   - Sign, date and print the form. It can also be signed and dated after it has been printed.

2. 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.

3. Print a BLANK Fingerprint Identity Verification Form (SFN 836).

4. Schedule an appointment with the Human Service Center in your region to be fingerprinted (see next page for location information). You **must** print and bring **ALL** forms and a valid government issued photo ID to your appointment.
   - You may be fingerprinted at a law enforcement agency, or any other agency that is authorized to do fingerprinting, however, you must mail your forms and sealed fingerprints to:

   ND Department of Human Services
   Criminal Background Check Unit
   600 E Boulevard Ave, Dept 325
   Bismarck ND 58505-0250
<table>
<thead>
<tr>
<th>HUMAN SERVICE CENTER LOCATIONS AND PHONE NUMBERS</th>
<th>COUNTIES</th>
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<tbody>
<tr>
<td>Northwest Human Service Center – Williston 701-774-4600</td>
<td>Divide, McKenzie, Mountrail, Williams</td>
</tr>
<tr>
<td>North Central Human Service Center – Minot 701-857-8500</td>
<td>Bottineau, Burke, McHenry, Mountrail, Renville, Pierce, Ward</td>
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<tr>
<td>Lake Region Human Service Center – Devils Lake 701-477-9050</td>
<td>Benson, Cavalier, Ramsey, Rolette, Towner</td>
</tr>
<tr>
<td>Northeast Human Service Center – Grand Forks 701-795-3000</td>
<td>Grand Forks, Nelson, Pembina, Walsh</td>
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<tr>
<td>Southeast Human Service Center – Fargo 701-298-4500</td>
<td>Cass, Ransom, Richland, Sargent, Steele, Traill</td>
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<tr>
<td>South Central Human Service Center – Jamestown 701-253-6300</td>
<td>Barnes, Dickey, Eddy, Foster, Griggs, LaMoure, Logan, Stutsman, Wells</td>
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<tr>
<td>West Central Human Service Center – Bismarck 701-328-8888</td>
<td>Burleigh, Emmons, Grant, Kidder, McIntosh, McLean, Mercer, Morton, Oliver, Sioux</td>
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<tr>
<td>Badlands Human Service Center – Dickinson 701-227-7500</td>
<td>Adams, Billings, Bowman, Dunn Golden Valley, Hettinger, Slope, Stark</td>
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