FOLLOW THESE INSTRUCTIONS TO SUBMIT A CRIMINAL BACKGROUND CHECK

1. Complete Personal Authorization for Criminal History Record Information Inquiry Form (SFN 829).
   o This form must be typed. Handwritten and/or incomplete forms will not be accepted.
   o Enter “Today’s Date” by selecting the date from the calendar drop down box – arrow will appear on right of the box.
   o The requesting agency will be the employer (example: Dakota Boys & Girls Ranch)
   o Select Residential Facility as the reason for the background check.
   o Enter your information in the Applicant Information section.
      ▪ YOUR personal email address is required
      ▪ Do not leave any sections blank.
   o Answer questions 1-3.
      ▪ If you answer “yes” to questions 2 or 3, you MUST provide information in the box below the questions.
   o 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. Some forms require notary or witness signatures.
   o 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).
   o This form must be typed. Handwritten forms will not be accepted.
   o 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). You must print and bring ALL forms and a valid government issued photo ID to your appointment.
   o 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>
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<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>
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<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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