STATUS TRACKING LOG

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
CHILDREN AND FAMILY SERVICES DIVISION/CBCU
SFN 206 (12-2019)

Clear Fields

Name of Applicant	PCN	Requesting Agency	Date Received
Agency Contact	Access Number	Date Records Requested	Date Completed

☐ Expedite ☐ Process Pending: ☐ Rx 1: ☐ Rx 2:

☐ ECS: ☐ Foster Care: ☐ Adoption:

BACKGROUND	HIT
Self-Disclosed Criminal	☐ Yes ☐ No
Self-Disclosed CPS	☐ Yes ☐ No
Lived Out of Country	☐ Yes ☐ No
ND CA/N Index	☐ Yes ☐ No
ND Sex Offender Registry	☐ Yes ☐ No
ND Offenders Against Children Registry	☐ Yes ☐ No
ND Courts	☐ Yes ☐ No
MN Courts	☐ Yes ☐ No

TRIBAL RECORDS

Tribe ☐ NA	
Date Payment Requested	Date Payment Received
Date Request Sent	Date Results Received
Criminal Received HIT ☐ Yes ☐ No	CPS Received HIT ☐ Yes ☐ No

BCI/FBI RECORDS

Date NCIC/NSOR Record Received HIT ☐ Yes ☐ No ☐ N/A	
Date BCI Received HIT ☐ Yes ☐ No	
Date FBI Received HIT ☐ Yes ☐ No ☐ N/A	
Date 1st Fingerprints Rejected	Date Resubmitted 2nd Prints
Date 2nd Fingerprints Rejected	Date Name Search Requested
Date FBI Name Search Received	Candidate(s) Found HIT ☐ Yes ☐ No

Notes

OUT OF STATE REQUESTS

State	Date Form Requested	Date Form Received
Date Payment Requested	Date Payment Received	
Date Request Sent	Date Results Received	
Criminal Received HIT ☐ NA ☐ Yes ☐ No	CPS Received HIT ☐ NA ☐ Yes ☐ No	

State	Date Form Requested	Date Form Received
Date Payment Requested	Date Payment Received	
Date Request Sent	Date Results Received	
Criminal Received HIT ☐ NA ☐ Yes ☐ No	CPS Received HIT ☐ NA ☐ Yes ☐ No	

State	Date Form Requested	Date Form Received
Date Payment Requested	Date Payment Received	
Date Request Sent	Date Results Received	
Criminal Received HIT ☐ NA ☐ Yes ☐ No	CPS Received HIT ☐ NA ☐ Yes ☐ No	

State	Date Form Requested	Date Form Received
Date Payment Requested	Date Payment Received	
Date Request Sent	Date Results Received	
Criminal Received HIT ☐ NA ☐ Yes ☐ No	CPS Received HIT ☐ NA ☐ Yes ☐ No	

State	Date Form Requested	Date Form Received
Date Payment Requested	Date Payment Received	
Date Request Sent	Date Results Received	
Criminal Received HIT ☐ NA ☐ Yes ☐ No	CPS Received HIT ☐ NA ☐ Yes ☐ No	