CRIMINAL HISTORY RECORD CHECK AUTHORIZATION

NORTH DAKOTA BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS

SFN 60367 (10-2016)

Office Use Only

Check Number	Amount
Receipt	SID
Date Mailed	

Pursuant to NDCC 12-60-24(2), I hereby authorize the North Dakota Bureau of Criminal Investigation to release a copy of my criminal record to the North Dakota Board of Examiners for Nursing Home Administrators.

Name of Applicant (Last, First, Middle)			
Maiden Name or Other Name(s) Used			
Current Address	City	State	ZIP Code
Date of Birth	Social Security Number *		
Applicant Email Address			
Signature of Applicant		Date	

* In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number on this form is mandatory pursuant to North Dakota Century Code 43-50-02, 43-34-03.2, and 12-60-24. The individual's social security number is used for identification purposes, to determine eligibility for licensure, and detect violations of law. Penalty for not including the social security number on this form will cause the application not to be processed.

Effective July 1, 2009, according to NDCC 43-34-03.2, all applicants for licensure shall be required to submit to a statewide and nationwide criminal history check. All costs associated with obtaining the background check are the responsibility of the applicant.

Once your application for licensure is received by the Board office, a Criminal History Record Check Request form and two (2) fingerprint cards will be mailed to you. Complete the form and mail it back to the Board office along with the two (2) fingerprint cards containing your set of prints. Both cards must be printed on and submitted directly to the Board office.

The cost to run the criminal history record check is $40.00. You must submit a check or money order for $40.00 made payable to the Bureau of Criminal Investigation (BCI) with this form and both fingerprint cards to the Board office. You may get fingerprinted at your local law enforcement agency. Please call ahead as fingerprinting may only be offered on certain week days. There may be an additional cost for fingerprinting depending on the agency you go to. **Do not fold the finger print cards.**

Applicant Notification and Record Challenge: Your fingerprints will be used to check the criminal history records of the BFI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR 16.34.

Please return this form, payment and the 2 completed fingerprint cards to:

ND Board of Examiners for Nursing Home Administrators
1900 North 11th Street
Bismarck, ND 58501