

INSTRUCTIONS FOR COMPLETING FORMS AND SUBMITTING AN ADULT FOSTER CARE RELATED BACKGROUND CHECK

1. Go to <https://www.hhs.nd.gov/providers/criminal-background-checks> to access required forms.
2. Complete Personal Authorization for Criminal History Record Information Inquiry Form (SFN 467). This form will be generated through the QSP portal.
 - Go to https://ndhousingstability.servicenowservices.com/nd_qsp to access the QSP Enrollment portal.
 - Requesting Agency Section
 - Foster home for adults (owner)
 - ND DHHS Aging Services ~ Burleigh County
 - Erica Reiner
 - 701-328-8994
 - adultfostercare@nd.gov
 - Foster care providers and adult household members (does not include adults receiving care)
 - ND DHHS Aging Services ~ Burleigh County
 - Kathryn Good
 - 701-328-8786
 - adultfostercare@nd.gov
 - Applicant Information section.
 - YOUR personal email address is required
 - Do not leave any sections blank.
 - Answer questions 1-3.
 - If you answer “yes” to question #3 you MUST provide information in the box provided.
 - Address history – you must provide a full 11-year address history.
 - Begin with your current street address and work backwards. If additional space is needed, please click the link for “Additional Address History”
 - PO boxes are not allowed, must be street address.
 - If you have lived outside ND during the past 11 years, fingerprints are required. See #4 below.
3. Complete Criminal History Record Check Request Form (SFN 60688). There are two forms: 2a is to be used if your background check requires fingerprints, 2b is to be used if your background check is for ND records only.
 - 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. **If you have lived outside ND in the past 11 years, fingerprints are required.**
Print a BLANK Fingerprint Identity Verification Form (SFN 836).
5. Schedule an appointment to be fingerprinted (see table below for your location).
 - You must print and bring your completed SFN 60688 form, a blank SFN 836 form, and a valid government issued photo ID to your appointment. (Birth certificates and/or social security cards are NOT acceptable.)
 - NOTE: 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:

ND Department of Health & Human Services
Criminal Background Check Unit
600 E Boulevard Ave, Dept 325
Bismarck ND 58505-0250

HUMAN SERVICE CENTER LOCATIONS AND PHONE NUMBERS	COUNTIES
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 701-665-2200 Outreach Office – Rolla 701-477-9050	Benson, Cavalier, Ramsey, Rolette, Towner
Northeast Human Service Center – Grand Forks 701-795-3000	Grand Forks, Nelson, Pembina, Walsh
Vocational Rehabilitation Center – Fargo 701-298-4623	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 701-328-8862	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