

## INSTRUCTIONS FOR COMPLETEING FORMS AND SUBMITTING A FINGERPRINT-BASED CRIMINAL 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 – Children’s Advocacy Centers Form (SFN 888)*. Follow the instructions below for completing this form.
  - 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 side of the box.
  - Enter the full name of the Children’s Advocacy Center and the location.
    - The contact person should be the director for that location, along with their phone number and direct email address.
  - Enter your information in the Applicant Information section.
    - YOUR personal email address **is required**
    - Do not leave any sections blank. Check boxes where applicable.
  - Answer both questions under “Read the Following Statements Carefully and Check One Box for Each Question”
    - If you check yes for either question, you must provide information as directed in the boxes below each question. If they are left blank, or sufficient information is not provided your form will be rejected.
  - Complete your address history. You must provide 5 full calendar years of address history.
    - If you have lived in, worked in, or attended school in another state, you may have to complete additional authorization forms or provide additional documents for out-of-state record requests.
      - Click on the folder for each state you have lived in during the past 5 years. Some states will have more than one form, so make sure to click on both
      - Read the form instructions above the form (PDF) before clicking on the form.
      - **Print the completed form BEFORE signing and dating the form. Some forms require notary or witness signatures.**
  - Answer the yes/no question pertaining to working or attending school in another state.
    - If yes, you must enter each state.
  - Enter each state in which you expect to work in. If it will only be ND, you must still enter ND.
  - Sign, date and print the form. It can also be signed and dated after it has been printed.
3. 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.
4. Print a BLANK Fingerprint Identity Verification Form (SFN 836).
5. 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.

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

<b>HUMAN SERVICE CENTER LOCATIONS AND PHONE NUMBERS</b>	<b>COUNTIES</b>
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