

INSTRUCTIONS FOR COMPLETEING FORMS AND SUBMITTING A FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK.

Go to <https://www.hhs.nd.gov/providers/criminal-background-checks/child-care-providers> to access required forms.

1. Complete Personal Authorization for Criminal History Record Information Inquiry Form (SFN 829).
 - This form **must be typed**. Handwritten and/or incomplete forms will not be accepted.
 - The requesting agency will be the ND Department of Health and Human Services.
 - Contact person, telephone number, and email address must be the Licensing Specialist that oversees the provider's license. Obtain this information from the provider.
 - Select Child Care.
 - Check Therapy Service Provider and enter the name of YOUR employer in the space after the colon.
 - Enter the information for one of the child care programs you will be entering to provide services.
 - Enter your information in the Applicant Information section.
 - YOUR personal email address is required
 - Do not leave any sections blank.
 - Answer questions 1-3.
 - If you answer "yes" to questions 2 or 3, you **MUST** provide information in the box below the questions.
 - Address history – you must provide a full 5-year address history.
 - Begin with your current street address and work backwards. If additional space is needed, please use SFN 829 – Page 2.
 - **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.
 - **All forms for other states must be mailed to the CBCU office in Bismarck.**
 - 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).
 - This form **must be typed**. Handwritten forms will not be accepted.
 - 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. You must print and bring **ALL** forms and a valid government issued photo ID to your appointment.
 - You may also 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

Transfer Requests – Complete AFTER you have received final result memo.

1. Complete an SFN 356 - Authorization to Transfer Background Check Results – Early Childhood (Therapy Provider)
 - Name of Child Care Program or Licensed Provider will be the same as the provider you entered on your SFN 829 form.
 - Date of Separation – enter Still Employed
 - Enter each additional childcare program you will be entering to provider therapy services.
 - Date of Hire should be the date you are completing the form.

2. Your stamped SFN 356 form and a copy of your background check memo will be emailed to you via securemail.
 - You must provide each childcare program entered on the SFN 356 form with a printed copy of both documents to keep for their records.

ND DHHS FINGERPRINTING LOCATIONS

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