

## 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**

<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 701-477-9050	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 701-328-8888	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