

## INSTRUCTIONS FOR COMPLETING 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 Form (SFN 467).
  - This form **must be typed**. Handwritten and/or incomplete forms will not be accepted.
  - Requesting Agency Section – enter the name of the licensed foster home for adults, and the contact information for the owner.
  - Select the Reason for Background Check.
  - Enter your information and answer questions 1-3 in the Applicant Information section.
    - YOUR personal email address is required
    - Do not leave any sections blank.
    - 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 11 years 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.
  - 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). 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 with the Human Service Center in your region to be fingerprinted (see location information below). You **must** print and bring **ALL** forms, including a blank SFN 836 form, 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

<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