CRIMINAL HISTORY RECORD CHECK REQUEST FOR NORTH DAKOTA PUBLIC SCHOOLS

OFFICE OF ATTORNEY GENERAL
BUREAU OF CRIMINAL INVESTIGATION
SFN 58617 (4/11)

FOR BCI USE ONLY
Check #
Amount
Receipt #
SID #
Date Mailed

GENERAL INSTRUCTIONS:

- Public schools requesting state and FBI criminal history record checks related to NDCC §12-60-24 must complete this form, attach 2 completed fingerprint cards containing the fingerprints of the subject of the record check, and remit appropriate fees. Incomplete or illegible requests will be returned. Checks should be made payable to the North Dakota Attorney General.
- Please send the form, fingerprint cards, and fees to:

Criminal Records Section
North Dakota Bureau of Criminal Investigation
4205 State Street
PO Box 1054
Bismarck ND 58502-1054
(701) 328-5500

TO BE COMPLETED BY SCHOOL

Name of School		County Number	District Number
Name of Contact	Telephone Number	E-mail Address	
Mailing Address			
City		State	Zip

Please check one and remit appropriate fees.	**Record Checks for School Volunteers**	**Record Checks for Employees/Others**
	Fees: ☐ ND only, remit $15.00 ☐ FBI only, remit $28.25 ☐ ND and FBI, remit $43.25	Fees: ☐ ND only, remit $15.00 ☐ FBI only, remit $32.25 ☐ ND and FBI, remit $47.25

TO BE COMPLETED BY SUBJECT OF RECORD CHECK

Last Name	First Name	Middle Name
Other Name(s) Used (Maiden, Former, AKA, Etc.)		
Date of Birth	Social Security Number	
Current Address		
City	State	Zip

Have you ever been arrested for or convicted of a crime? ☐ Yes ☐ No

If yes, what offense(s) and what was the outcome of the case(s): (dismissed, deferred sentence, acquittal, conviction, etc)

I hereby authorize the North Dakota Bureau of Criminal Investigation to release my state and FBI criminal history records to the above party.

I have been advised that I have a right to review and challenge the accuracy and completeness of the information obtained through this process.

A photocopy of this signed release shall have the same force and effect as the original release.

Subject Signature	Date

Privacy Act Statement: In compliance with the Federal Privacy Act of 1974, the disclosure of social security number is voluntary. It is requested for identification purposes and to locate records regarding any criminal activity.