CRIMINAL HISTORY RECORD CHECK REQUEST FOR NORTH DAKOTA PUBLIC SCHOOLS

OFFICE OF ATTORNEY GENERAL
BUREAU OF CRIMINAL INVESTIGATION
SFN 58617 (08/2016)

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

GENERAL INSTRUCTIONS:

- Public schools requesting state and FBI criminal history record checks related to N.D.C.C. § 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

School Name		County Number	District Number
Contact Name	Telephone Number	E-Mail Address	
Address	City	State	ZIP Code

Please Check One and Remit Appropriate Fees

Record Checks for School Volunteers

- ☐ ND only, remit $15.00
- ☐ FBI only, remit $23.75
- ☐ ND and FBI, remit $38.75

Record Checks for Employees/Others

- ☐ ND only, remit $15.00
- ☐ FBI only, remit $25.00
- ☐ ND and FBI, remit $40.00

TO BE COMPLETED BY SUBJECT OF RECORD CHECK

Name (last, first, middle)				
Other Name(s) Used (maiden, former, AKA, etc.)				
Address		City	State	ZIP Code
Date of Birth	Social Security Number	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.)				

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to review or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28 CFR 16.34.

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

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

Signature	Date

Your social security number is requested to permit the North Dakota Bureau of Criminal Investigation to conduct a criminal history record check under N.D.C.C. § 12-60-16.6. Disclosure of your social security number is voluntary. However, not providing this information will result in the requirement that other information be provided, including a reportable criminal event or the submission of fingerprints.