



**NORTH DAKOTA NONPUBLIC SCHOOLS
REQUEST FOR CRIMINAL HISTORY RECORD CHECK**
DEPARTMENT OF PUBLIC INSTRUCTION
TEACHER AND SCHOOL EFFECTIVENESS
SFN 58884 (rev. 10/2011)

For BCI Use Only
Check #
Amount
Receipt #
SID #
Date Mailed

General Instructions:

- Nonpublic 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, remit appropriate fees, and attach SFN 58971 if an FBI background check is requested. Checks should be made payable to the **North Dakota Attorney General**.
- NDCC § 12-60-16.9 allows reduced fees for nonprofits that are organized and operated in this state exclusively for charitable purposes for the exclusive benefit of minors. The Office of Attorney General has an application process for nonprofits seeking the reduction in fee. Prior authorization is required to receive the reduced fee. See: <http://www.ag.nd.gov/BCI/CHR/AppReductionFee.pdf>.
- *Please send the form, fingerprint cards, and fees to:* Department of Public Instruction, Teacher and School Effectiveness, 600 East Boulevard Avenue, Dept. 201, Bismarck, ND 58505-0440
- If you have questions, contact us at (701) 328-2597.

To Be Completed by School

Name of School	County Number	LEA Number
Name of Contact Person	Telephone Number	Fax Number
Mailing Address	E-Mail Address	
City	State	ZIP Code

Please check one and remit appropriate fees. Fingerprint submission is required for all FBI record checks.

Record Checks for School Volunteers	Record Checks for Employees/Others
Regular Fees: <input type="checkbox"/> ND only, remit \$15.00 <input type="checkbox"/> FBI only, remit \$28.25 <input type="checkbox"/> ND and FBI, remit \$43.25 Reduced Fee for Approved Non-Profit for the Benefit of Minors, ID Number _____ <input type="checkbox"/> ND only, remit \$5.00 <input type="checkbox"/> FBI only, remit \$28.25 <input type="checkbox"/> ND and FBI, remit \$33.25	Regular Fees: <input type="checkbox"/> ND only, remit \$15.00 <input type="checkbox"/> FBI only, remit \$32.25 <input type="checkbox"/> ND and FBI, remit \$47.25 Reduced Fee for Approved Non-Profit for the Benefit of Minors, ID Number _____ <input type="checkbox"/> ND only, remit \$5.00 <input type="checkbox"/> FBI only, remit \$32.25 <input type="checkbox"/> ND and FBI, remit \$37.25

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 (mm/dd/yyyy)	Social Security Number *	
Current Home Mailing Address		
City	State	ZIP Code
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what offense(s) and what was the outcome of the case(s) (dismissed, deferred sentence, acquittal, conviction, etc.).		
By signing this form, I authorize the Department of Public Instruction to release my social security number to the North Dakota Bureau of Criminal Investigation and I authorize the North Dakota Bureau of Criminal Investigation to release my state and national criminal history records to the Department of Public Instruction. 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's Signature		Date

* In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number on this form is mandatory and considered confidential pursuant to North Dakota Century Code (NDCC) 43-50-04. The individual's social security number is used by the Bureau of Criminal Investigation and the Federal Bureau of Investigation as an identification number for background checks.