OFFICE OF ATTORNEY GENERAL
GAMING DIVISION

NORTH DAKOTA AND OUT-OF-STATE REQUEST FOR RECORD CHECK INSTRUCTIONS

To initiate a criminal history record check for the State of North Dakota:

- All applicants must complete SFN 50424, Request for Record Check form, to complete a State of North Dakota criminal history record check.
- The applicant information must be typed or printed legibly.
- ALL fields must be completed, and the form must be signed and dated by the applicant and a representative of the organization, distributor, or Tribe.
- If the applicant has resided in another state in the last 5 years (10 years for Indian gaming), ALL states in which the applicant has lived must be listed.

To initiate an Out-of-State criminal history record check:

If a criminal history record check is required for the following states, see **Schedule I**:

ALABAMA	KENTUCKY	NEW YORK
ARIZONA	LOUISIANA	NORTH CAROLINA
CALIFORNIA	MAINE	OHIO
CONNECTICUT	MARYLAND	OREGON
DELAWARE	MASSACHUSETTS	SOUTH CAROLINA
DISTRICT OF COLUMBIA	MISSISSIPPI	UTAH
ILLINOIS	NEVADA	VIRGINIA
IOWA	NEW JERSEY	WASHINGTON
KANSAS	NEW MEXICO	WEST VIRGINIA

If a criminal history record check is required for the following states, see **Schedule II**:

ALASKA	MICHIGAN	RHODE ISLAND
ARKANSAS	MINNESOTA	SOUTH DAKOTA
COLORADO	MISSOURI	TENNESSEE
FLORIDA	MONTANA	TEXAS
GEORGIA	NEBRASKA	VERMONT
HAWAII	NEW HAMPSHIRE	WISCONSIN
IDAHO	OKLAHOMA	WYOMING
INDIANA	PENNSYLVANIA	

Please call the Gaming Division at (701) 328-4848 or toll free 1-800-326-9240 for any additional information.

According to N.D.C.C. §53-06.1-16(1), a person who knowingly makes a false statement on a request for record check form or in any application for a permit, or license, or in any accompanying statement, or knowingly signs a false record is guilty of a class A misdemeanor. If convicted, the person forfeits any gaming license or permit issued to it and is ineligible to reapply for a gaming license or permit for a period of time determined by the attorney general.

REQUEST FOR RECORD CHECK
OFFICE OF ATTORNEY GENERAL
SFN 50424 (02-23-2011)

☐ New Employee
☐ Renewal

Mail this form and fee(s) to:
OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
600 EAST BOULEVARD AVE - DEPT 125
BISMARCK ND 58505-0040
E-mail: recordcheck@nd.gov

Fee is $15. The organization, distributor, or Casino will be contacted if an additional fee is necessary for an out of state record check.

☐ Manufacturer
☐ Distributor
☐ Charitable Organization

☐ Indian Gaming

Please Type or Print Legibly

EMPLOYEE INFORMATION

Last Name	First Name	Middle Initial

Social Security Number	Date of Birth	Place of Birth (city and state)

Address	MALE ☐ FEMALE ☐

City	State	Zip Code	Home Phone Number	Work Phone Number

Have you ever previously used any other first or last name, including a maiden name? ☐ YES ☐ NO
If "YES", list all other names used:

PRIVACY ACT NOTIFICATION

Your social security number is requested to permit the North Dakota Attorney General to properly conduct a background investigation pursuant to N.D.C.C. section 53-06.1-03 and N.D.A.C. sections 99-01.3-01-03, 99-01.3-02-02, 99-01.3-15-01 before the issuance of a state gaming license or the conducting of a gaming employee criminal record check. Disclosure of your social security number is voluntary. However, not providing this information may result in delay in the issuance of a license due to misidentification or criminal records check requirements of other state, local, or federal agencies.

RESIDENCE(S) OF PREVIOUS 5 YEARS *(10 YEARS FOR INDIAN GAMING)*

Have you lived in another state in the last 5 years? **(10)** ☐ YES ☐ NO ☐ **Out-of-State record check will be completed by the Organization, Distributor, or Tribe**
If "YES", list all of the states in which you have lived during the previous 5 years. **(10)**

State	Month & Year / to /	State	Month & Year / to /	State	Month & Year / to /
State	Month & Year / to /	State	Month & Year / to /	State	Month & Year / to /

CERTIFICATION AND AUTHORIZATION

I declare that the employee information on this form is true and correct. I authorize the Office of Attorney General to obtain information about my background and to release information on any criminal record found, including a copy of a "Report of Arrest and Prosecution," to the organization or distributor referenced below.

Signature	Date

ORGANIZATION, DISTRIBUTOR, MANUFACTURER, OR TRIBE (Please type or print legibly)

Organization, Distributor, Manufacturer, or Casino Requesting the Record Check	Organization /Distributor /Manufacturer License No.

Employment Statement:
This person will be employed on: _____ Date of Employment

If **Indian Gaming Casino**, this person will be employed as:
☐ Gaming Employee ☐ Non-Gaming Employee
☐ Management _____ Specify

Signature of Organization, Distributor, Manufacturer, or Tribal Representative	Title	Date

OFFICE OF ATTORNEY GENERAL USE ONLY

Date Stamp

_____ No information is available because either no information exists or dissemination is prohibited.

_____ No check has been done in the state of_____ because access to record system was denied.

_____ Criminal Record Found
(read attached copy of Report of Arrest and Prosecution)

Based on the result of a record check, an organization, distributor, or casino must determine whether a person is eligible for employment as a gaming employee. Gaming organizations and distributors you may refer to North Dakota Century Code § 53-06.1-06(5)(a) and (b), which prohibit a person who has a certain criminal history record from being eligible for employment for a certain time. As referenced by these laws, section 6-08-16.1 relates to issuing a check or draft without account; chapter 12.1-06 relates to criminal attempt, facilitation, solicitation, and conspiracy; chapter 12.1-23 relates to theft and related offenses; chapter 12.1-24 relates to forgery and counterfeiting; chapter 12.1-28 relates to gambling and related offenses; and chapter 53-06.2 relates to parimutuel horse racing.

OFFICE OF ATTORNEY GENERAL
GAMING DIVISION

AUTHORIZATION AND RELEASE

I, _____ , hereby authorize the state of _____ , to release to the North Dakota Office of Attorney General any information concerning me contained in its criminal history files. I understand that the criminal history record files may contain records of arrests which may have resulted in a disposition other than a finding of guilty (i.e., dismissed charges, or charges that resulted in a not guilty finding). I further understand that the information may contain listings of charges that resulted in suspended imposition of sentence, even though I successfully completed the conditions of said sentence and was discharged. I acknowledge that this type of information may be released, even though this record is designated as "nonpublic."

In consideration for the state of _____, releasing any information concerning me contained within its criminal history record files to the North Dakota Office of Attorney General, I, _____ , on behalf of me, my spouse, legal representative, heirs, and assigns, hereby release, waive, discharge and agree to hold harmless the state of _____ , its officers and employees, from all liability for any claim or damages resulting from the release of this information.

Dated this _____ day of _____ , 20 ___ , at _____ , _____ .

_____
(signature)

Witness: _____

Witness: _____

OFFICE OF ATTORNEY GENERAL
GAMING DIVISION

SCHEDULE I - Contact information for Closed Record and Secondary Dissemination restricted states.

Schedule I contains states that are either closed record or secondary dissemination restricted states. These state's criminal history record checks cannot be processed through the Gaming Division. Criminal history record checks for states listed on this schedule must be obtained directly from the state by the organization, distributor, Tribe or applicant.

Alabama
Alabama Bureau of Investigation
Identification Unit - Record Checks
PO Box 1511
Montgomery, AL 36102-1511

Phone: 334-353-7800

Arizona (Closed Record State)
Arizona Department of Public Safety
Criminal History Records Unit
PO Box 18450
Phoenix, AZ 85005-8450

Phone: 602-223-2222

California (Closed Record State)
California Department of Justice
Bureau of Criminal Identification and Information
PO Box 903417
Sacramento, CA 94203-4170

Phone: 916-227-3835

Connecticut
Department of Public Safety
Bureau of Identification
1111 Country Club Road
Middletown, CT 06457-9294

Phone: 860-685-8480

Delaware
Criminal Records Section
Delaware State Police
State Bureau of Identification
PO Box 430
Dover, DE 19903

Phone: 302-739-5884

District of Columbia
Federal Bureau of Investigation
CJIS Division
CCG-Customer Contact Group
1000 Custer Hollow Road
Clarksburg, WV 26306

Phone: 304-625-3878

Illinois
Illinois State Police
Bureau of Identification
260 North Chicago Street
Joliet, IL 60432-4072

Phone: 815-740-5160 or 815-740-5339

Iowa
Division of Criminal Investigation
Bureau of Identification
215 East 7th St.
Des Moines, IA 50319-0041

Phone: 515-725-6066

Kansas
Kansas Bureau of Investigation
Attn: Criminal History Records Section
1620 SW Tyler
Topeka, KS 66612-1837

Phone: 785-296-8200
www.accesskansas.org/kbi/criminalhistory/request_public.shtml

Kentucky
Kentucky State Police
Criminal Identifications & Records Branch
Criminal Records Dissemination Section
1266 Louisville Road
Frankfort, KY 40601

Phone: 502-227-8700

Louisiana
State Police Criminal Records Unit
PO Box 66614, #A-6
Baton Rouge, LA 70896-6614

Phone: 225-925-6095

Maine
Maine State Police
Bureau of Identification
State House Station #42
Augusta, ME 04333-0042

Phone: 207-624-7240
www.10.informe.org/PCR/

Maryland
CJIS Central Repository
PO Box 32708
Pikesville, MD 21282-2708

Phone: 410-764-4501

Massachusetts
The Department of Criminal Justice Information Services
Attn. CORI Unit
200 Arlington Street, Suite 2200
Chelsea, MA 02150

Phone: 617-660-4640

Mississippi
Mississippi Department of Public Safety
3891 Hwy 468 West
Pearl, MS 39208

Phone: 601-933-2600

Nevada
Dept of Public Safety Criminal History Repository
Records and Identification Bureau
333 West Nye Lane, Suite 100
Carson City, NV 89706

Phone: 775-684-6262

New Jersey
State of New Jersey
Division of State Police
Attn: CIU
PO Box 7068
West Trenton, NJ 08628-0068

Phone: 609-882-2000 Ext. 2918

New Mexico
Department of Public Safety
PO Box 1628
Santa Fe, NM 87504-1628

Phone: 505-827-9181

New York
NYS Division of Criminal Justice Services
Record Review Unit
4 Tower Place, 5th Floor
Albany, NY 12203-3764

Phone: 518-457-6051 / 1-800-262-3257

North Carolina (Closed Record State)
NC State Bureau of Investigation
Criminal Information & Identifications Section
PO Box 29500
Raleigh, NC 27626-0500

Phone: 919-662-4500

Ohio
Ohio Bureau of Criminal Identification and Investigation
1560 State Route 56 SW
PO Box 365
London, OH 43140

Phone: 800-282-3784

Oregon
Oregon State Police
Identification Services Section
Unit 11
PO Box 4395
Portland, OR 97208-4395

Phone: 503-378-3070

South Carolina
SLED Records Section
PO Box 21398
Columbia, SC 29221-1398

Phone: 803-896-7005

Utah
Utah Bureau of Criminal ID
3888 West 5400 South
Taylorsville, UT 84118-8280

Phone: 801-965-4445

Virginia
Virginia State Police
Central Criminal Records Exchange
PO Box 85076
Richmond, VA 23261-5076

Phone: 804-674-6718

https://apps.vsp.virginia.gov/ncjis/publicforms.do

Washington
Washington State Patrol
Identification & Criminal History Section
PO Box 42633
Olympia, WA 98504-2633

Phone: 360-534-2000
www.wsp.wa.gov/crime/crimhist.htm

West Virginia
West Virginia State Police
Criminal Identification Bureau
725 Jefferson Road
South Charleston, WV 25309-1698

Phone: 304-746-2179

OFFICE OF ATTORNEY GENERAL
GAMING DIVISION

SCHEDULE II - Contact information for out-of-state criminal history record checks from states that the organization, distributor or Tribe may choose to contact directly or may have processed through the Gaming Division.

If the organization, distributor or Tribe chooses to contact the state directly:

1. Check the box of SFN 50424 stating "out-of-state record check will be completed by the organization, distributor or Tribe." No other correspondence will need to be sent to the Gaming Division for these out-of-state criminal history record checks.
   * Please make note that the following states required inclusion of a self addressed stamped envelope: Arkansas, Minnesota, and Rhode Island
2. Mail the competed SFN 50424 to the Gaming Division at: OFFICE OF ATTORNEY GENERAL
   GAMING DIVISION
   600 EAST BOULEVARD AVE - DEPT 125
   BISMARCK, ND 58505-0040

If the organization, distributor or Tribe chooses to have the Gaming Division process the out-of-state criminal history record check:

1. Each state has different requirements for requesting a criminal history record check. Some states require special forms and/or fingerprint cards. Please see each state's listing for specific requirements.
2. A general authorization and release form must be completed for all out-of-state requests.
3. Regardless of what each out-of-state special form states, if the Gaming Division is processing the record check, ALL FEES MUST BE PAYABLE TO THE OFFICE OF ATTORNEY GENERAL AND ALL FORMS MUST BE SUBMITTED TO THE OFFICE OF ATTORNEY GENERAL.
4. Mail the completed SFN 50424 and all out-of-state forms and fees to:
   OFFICE OF ATTORNEY GENERAL
   GAMING DIVISION
   600 EAST BOULEVARD AVE - DEPT 125
   BISMARCK, ND 58505-0040

Alaska **$35**

General Release & Fingerprint Card

State of Alaska Dept. of Public Safety
Record and Automated Identification Section
5700 East Tudor Road
Anchorage, AK 99507

Phone: 907-269-5767

Arkansas **$25**

General Release & Notarized Special Form

Arkansas State Police
ID Bureau
#1 State Police Plaza Drive
Little Rock, AR 72209

Phone: 501-618-8500

Colorado **$6.85**

General Release

Colorado Bureau of Investigation
690 Kipling Street, Suite 3000
Denver, CO 80215

Phone: 303-239-4208

https://www.cbirecordscheck.com/CBI_New/CBI_newIndex.asp

Florida **$24**

General Release

Department of Law Enforcement / User Services Bureau
Criminal History Services
PO Box 1489
Tallahassee, FL 32302

Phone: 850-410-8109
https://www2.fdle.state.fl.us/cchinet/default.aspx

Georgia **$20.75**

General Release & Two (2) Fingerprint Cards

Georgia Crime Information Services
PO Box 370808
Decatur, GA 30037-0808

Phone: 404-244-2639

Hawaii **$15**

General Release

Hawaii Criminal Justice Data Center
465 S King Street, Room 101
Honolulu, HI 96813

Phone: 808-587-3100
http://ecrim.ehawaii.gov/ahewa/

Idaho **$10**

General Release & Special Form

Idaho State Police
Criminal History Unit
700 S. Stratford Dr., Ste.120
Meridian, ID 83642

Phone: 208-884-7130

Indiana **$16.32**

General Release

Indiana State Police
Criminal History Limited Check
PO Box 6188
Indianapolis, IN 46206-6188

Phone: 317-233-5424
www.in.gov/ai/appfiles/isp-lch/index.html

Michigan **$10**

General Release

Michigan State Police
Central Records Division
333 S. Grand Ave
PO Box 30634
Lansing, MI 48913-0634

Phone: 517-241-0606
https://apps.michigan.gov/ICHAT/Home.aspx

Minnesota **$15**

General Release & Special Form

Minnesota Bureau of Criminal Apprehension
Criminal Justice Information Systems - CHA
1430 Maryland Ave E
St. Paul, MN 55106

Phone: 651-793-2400

Missouri **$11**

General Release

Missouri State Highway Patrol
Criminal Justice Information Services Division
PO Box 9500
Jefferson City, MO 65102

Phone: 573-526-6153

https://www.machs.mshp.dps.mo.gov/MocchWebInterface/home.html

Montana **$11.50**

General Release

Montana Criminal Records
303 North Roberts
PO Box 201403
Helena, MT 59620-1403

Phone: 406-444-3625
https://app.mt.gov/choprs/

Nebraska **$15**

General Release & Notarized Special Form

Nebraska State Patrol
Attn: CID
3800 NW 12th Street
Lincoln, NE 68521-3664

Phone: 402-471-4971

New Hampshire **$25**

General Release & Notarized Special Form

New Hampshire Department of Safety
Division of State Police
Central Repository for Criminal Records
33 Hazen Drive
Concord, NH 03305

Phone: 603-223-3867

Oklahoma **$15**

General Release & Special Form

Oklahoma State Bureau of Investigation
6600 North Harvey Place
Oklahoma City, OK 73116

Phone: 405-848-6724

Pennsylvania **$10**

General Release

Pennsylvania State Police
Central Repository - 164
1800 Elmerton Avenue
Harrisburg, PA 17110-9758

Phone: 717-705-5787
https://epatch.state.pa.us/Home.jsp

Rhode Island **$5**

General Release must be notarized with a copy of photo ID & Fingerprint Card

State of Rhode Island
Department of the Attorney General
Attn: BCI
150 South Main Street
Providence, RI 02903

Phone: 401-421-5268

South Dakota **$24**

General Release, Special Form

Office of the Attorney General
SD Division of Criminal Investigation
1302 E. Highway 14
Suite 5
Pierre, SD 57501-8505

Phone: 605-773-3331

Tennessee **$29**

General Release

Tennessee Criminal History Information Request
901 R.S. Gass Blvd
Nashville, TN 37216

Phone: 615-744-4057
https://www.tbibackgrounds.com/toris/

Texas **$10**

General Release

Texas Department of Public Safety
Attn: Correspondence Supervisor
Crime Records Service
PO Box 15999
Austin, TX 78763

Phone: 512-424-5079
https://www.txdps.state.tx.us

Vermont **$30**

General Release

Vermont Criminal Information Center
103 S. Main Street
Waterbury, VT 05671

Phone: 802-244-8727
https://secure.vermont.gov/DPS/criminalrecords/

Wisconsin **$13**

General Release

Crime Information Bureau
Attn: Record Check Unit
PO Box 2688
Madison, WI 53701-2688

Phone: 608-266-5764
https://wi-recordcheck.org/cc/html/index.html

Wyoming **$15**

General Release & Orange Fingerprint Card (Call AG's Office)

Wyoming Division of Criminal Investigation
Records Section
208 S. College
Cheyenne, WY 82001

Phone: 307-777-7523