REQUEST/AUTHORIZATION BY APPLICANT FOR COPY OF FBI AND/OR BCI REPORT

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
CHILDREN AND FAMILY SERVICES/CRIMINAL BACKGROUND CHECK UNIT (CBCU)
SFN 981 (11-2014)

Clear Fields

REQUESTING A COPY OF FBI AND/OR BCI REPORT:
This request allows an applicant, who is the subject of an FBI and/or BCI report, to request a copy of the report by presenting their written request/authorization to the Criminal Background Check Unit (CBCU).

Authorization for Release of Information
(Check appropriate box(es))

☐ **As the Subject of an FBI report, I Hereby Authorize:**
The ND Department of Human Services, Children and Family Services Division's Criminal Background Check Unit (CBCU) to release to me a copy of the FBI report. I understand that within 14 working days from the date this request is signed, I can either:

☐ **As the Subject of a BCI report, I Hereby Authorize:**
The ND Department of Human Services, Children and Family Services Division's Criminal Background Check Unit (CBCU) to release to me a copy of the BCI report. I understand that within 14 working days from the date this request is signed, I can either:

(Check one box)

☐ pick up my report at the CBCU office located at: NDDHS/Children and Family Services, Room 304, 3rd Floor-Judicial Wing, State Capitol, 600 East Boulevard Avenue, Bismarck, ND or

☐ have it mailed to me at the address I have listed below.

Full Legal Name of Subject (please print)	Social Security Number*	Date of Birth	
Current Address	City	State	ZIP Code
Signature		Date	

State of North Dakota

County of Burleigh

On this _____ day of _____, 20_____, I certify that the preceding/attached document is a true, exact, complete and unaltered photocopy made by:

Name	Of NDDHS, Criminal Background Check Unit

Subscribed and sworn to before me this _____ day of _____, _____.

(SEAL/STAMP)

_____
Notary Public

* The Privacy Act of 1974 requires the following information be provided when individuals are requested to disclose their social security numbers. Disclosure of the social security number is required for identification purposes. Failure to disclose this information will cause your request to not be processed.