



Background checks are a requirement for all child care owners, operators, and staff members of licensed and regulated child care providers including prospective staff members of child care providers. Background check requirements apply to any staff member who is employed by a child care provider for compensation, including contract employees and self-employed individuals; whose activities involve the care or supervision of children; or who has unsupervised access to children. All adult household members of home-based providers must also complete a background check.

A Criminal Background Check must include eight specific components, which encompass three in-state checks, two national checks, and three inter-state checks. The first five checks must be performed for all designated individuals. The three inter-state checks are conducted for each additional state where the individual has resided within five years.

National background checks:	In-state background checks:	Inter-state background checks:
1. National FBI criminal history check, with fingerprint	3. In-state criminal history check, with fingerprint	6. Inter-state criminal history check
2. NCIC National sex offender registry (NSOR) check	4. In-state sex offender registry check	7. Inter-state sex offender registry check
	5. In-state child abuse and neglect registry check	8. Inter-state child abuse and neglect registry check

Individuals awaiting interstate checks may work with supervision if the three in-state and two national checks have been returned satisfactory/cleared.

Child care providers are prohibited from employing child care staff members who refuse to consent to the check, provide false statements, are registered (or required to be registered) on a sex offender registry, or have been convicted of certain crimes.

Individuals can be fingerprinted at one of the 8 Human Service Centers throughout the state at no cost to them. Appointments are required. Fingerprints may also be obtained at law enforcement agencies or any other agency that is authorized to conduct fingerprinting. Individuals are responsible for paying any fees charged by these agencies for fingerprinting.

Authorization forms and fingerprints are mailed to the Criminal Background Check Unit for processing.

For more information on criminal background checks, visit <https://www.hhs.nd.gov/providers/criminal-background-checks>

Number of Individuals fingerprinted by location - 2022

Cumulative monthly average 772
 Total individuals served CY22 9,262

Transmitted via Live Scan	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
West Central HSC (Bismarck)	105	133	155	116	149	132	148	156	142	108	84	88
Southeast HSC (Fargo)	127	128	172	131	150	128	128	210	184	158	142	118
Northeast HSC (Grand Forks)	69	80	81	67	98	92	55	105	81	83	77	50
North Central HSC (Minot)	79	86	72	61	80	73	67	97	74	76	65	50
South Central HSC (Jamestown)	16	38	36	24	34	18	17	34	40	25	14	14
Lake Region HSC (Devils Lake) / Rolla	36	35	51	18	32	43	15	41	54	43	27	26
Badlands HSC (Dickinson)	33	24	32	39	35	43	36	52	58	30	29	30
Northwest HSC (Williston)	26	41	36	17	47	42	36	33	31	31	30	14
Life Skills Transition Ctr (Grafton)	30	37	28	6	9	62	27	24	15	22	22	15
ND State Hospital (Jamestown)	6	17	10	12	7	8	9	10	8	4	7	7
Transmitted via Mail												
Ink Rolled	70	85	112	90	167	209	99	147	161	145	85	81
Law Enforcement	49	41	59	53	80	76	62	63	83	70	41	41
BCI Only (no prints)	2	0	8	2	3	2	2	0	4	2	0	0
TOTALS	648	745	852	636	891	928	701	972	935	797	623	534