

Candidate Background Check Procedures

North Dakota Court System

- 1) Complete the [Background Check Consent Statement](#)
- 2) Fingerprinting can be completed by a law enforcement facility or a live scan vendor. Two fingerprint cards (if by ink) and one (if by live scan) must be completed and **all informational boxes must be filled in**. With a receipt, the North Dakota Court System will pay the costs of fingerprinting.
- 3) Return the completed fingerprint card(s), the Background Check Consent Statement and receipt to:

Renee Barnaby or Amy Klein
Human Resources
North Dakota Court System
Office of State Court Administrator
Judicial Wing 1st Floor
600 E Boulevard Ave Mailstop 180
Bismarck, ND 58505-0530
- 4) Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete 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