



MEMORANDUM
OFFICE OF ATTORNEY GENERAL
BUREAU OF CRIMINAL INVESTIGATION

TO: Noncriminal Justice Requester
FROM: Criminal Records Section
RE: Incomplete request form

The enclosed non-criminal justice request for criminal history record is being returned for the following reason(s):

- 1. The fee amount is incorrect or not enclosed.
- 2. The requester portion of the form is not complete.
- 3. The request form must be signed.
- 4. The signature date contains the applicant's DOB and not the date the document was signed.
- 5. The last, first, middle or maiden name of individual is illegible.

Last Name: _____

First Name: _____

Middle Name: _____

Maiden Name: _____

- 6. The date of birth of individual is incomplete.
- 7. The social security number of individual is incomplete.
- 8. The fingerprint card is incomplete or missing valid signatures.
 - The fingerprint card(s) must be signed by the individual(s) fingerprinted
 - The fingerprint card(s) must be signed by the official taking the fingerprints
 - The fingerprint card(s) must include demographic information
 - The fingerprint card(s) must contain the reason fingerprinted
 - The fingerprint card(s) must contain the date the individual(s) was fingerprinted

9. The current address or signed authorization of individual is incomplete or not included.

10. Other. _____

After making the appropriate changes or additions please resubmit to the following address:

ND Bureau of Criminal Investigation
PO Box 1054
Bismarck ND 58502-1054

If you have any questions, please feel free to contact us at (701) 328-5500. _____