

ND Criminal Justice Application



User Guide

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About ND Criminal Justice Application

The ND Criminal Justice Application allows authorized criminal justice professionals to apply for access to participating agency programs through a secure website. Participating agency programs include:

- Portal
- LERMS
- STARS
- VINEProtect
- VINEWatch
- 24/7
- ARCS
- NCIC
- SLIC
- POST

Participating agency programs are able to process criminal justice applications for licensure/access, background checks, denials, deactivations, and revocations. The ND Criminal Justice Application system also provides notifications of suspensions, revocations, deactivations, and denials to the participating programs.

Starting an Application

Applicants must complete and submit their application forms at <https://attorneygeneral.nd.gov/cjis/coordinatedApplications/agencyAgreement/>.

The screenshot shows the official website of the North Dakota Attorney General, Wayne Stenehjem. The header includes the state logo and navigation links. The main content area features a section titled "ND Criminal Justice Application" with a form for entering an ORI (Office of Record Identification) number. A red arrow points to the ORI input field. Below the form, there is a contact information section with phone numbers for various services.

North Dakota nd.gov Official Portal for North Dakota State Government

SIGN UP FOR VICTIM NOTIFICATIONS Enter Keywords [Contact Us](#)

WAYNE STENEHJEM
NORTH DAKOTA ATTORNEY GENERAL

[The Attorney General's Office](#) [Consumer Resources](#) [Public Safety](#) [Criminal Justice Resources](#) [Licensing and Gaming](#) [News](#) [Alcohol/Toxicology Testing](#) [Open Records & Meetings Laws](#)

ND Criminal Justice Application

ORI:

Enter ORI

To open a ticket for issues related to your application, please call (701) 328-4470 or (877) 328-4470 or [submit an incident online](#).

Consumer Protection 1-800-472-2600 within ND only BCI Tip Line 1-800-472-2185 within ND only Concealed Weapons Hotline 1-855-562-4946 within ND only National Human Trafficking Resource Center 1-888-373-7888

You must enter your full agency ORI in the ORI field (or the number provided to you in lieu of an ORI, if applicable).

Note: If you have questions about the valid number for your agency or format for that number, please open a ticket by calling 1-877-328-4470 or submit an incident online at <https://www.nd.gov/itd/onlineincident/createincident.aspx>.

Once you have entered a valid number into the ORI field, you will see a list of application types available to your agency based on active agency agreements.

ND Criminal Justice Application

ORI:

Available Applications

<input type="checkbox"/> ND CJIS Portal ND OAG - CJIS' investigative hub for criminal justice information and data sharing (Portal, ND CJIS)	<input type="checkbox"/> LERMS ND OAG - CJIS' law enforcement records and jail management system (PremierOne, P1, LERMS)	<input type="checkbox"/> STARS ND OAG - CJIS' state's attorney electronic case management system (JustWare, STARS)
<input type="checkbox"/> VINEProtect ND OAG - CJIS' administrative access for restraining and protection order victim notifications (ND SAVIN, VINEProtect, VPO, Appriss)	<input type="checkbox"/> VINEWatch ND OAG - CJIS' administrative access for adult and juvenile incarceration, parole, probation, and court case status victim notifications (ND SAVIN, VINEWatch, VINE, Appriss)	<input type="checkbox"/> 24/7 ND OAG - BCI's system to manage 24/7 sobriety program participants
<input type="checkbox"/> ARCS ND OAG - BCI's administrative access for law enforcement record check system (ARCS)	<input type="checkbox"/> NCIC NDDes - State Radio's message switch for FBI and state criminal justice data (NCIC, NLETS, NDLETS, OpenFox) CJIS Launch Pad	<input type="checkbox"/> SLIC NDDes - SLIC's information and intelligence notifications for law enforcement regarding criminal and terrorism activities (SLIC ListServ)
<input type="checkbox"/> POST ND POST Board's application for peace officer licensure		

[Continue](#)

Check the box for the application types for which you wish to apply and then click the **CONTINUE** button at the bottom of the page.

A pop-up screen will appear for you to enter your general information. All fields with an asterisk (*) are required.

The screenshot displays the 'ND Criminal Justice Application' interface. On the left, under 'Available Applications', there are four options: 'ND CJIS Portal' (checked), 'VINEProtect' (unchecked), 'ARCS' (unchecked), and 'POST' (checked). Each option has a brief description. A 'Continue' button is at the bottom left of this section. Overlaid on top is a 'General Information' pop-up form. This form contains the following fields: 'ORI' (pre-filled with NDAG00000), 'Agency Name' (pre-filled with OFFICE OF THE ATTORNEY GENERAL), 'ND Gov User ID' (a text input field), '*Job Title' (a text input field), '*First Name', 'Middle Name', '*Last Name', and 'Suffix' (all text input fields). Below these is an 'Add Previous Name' button. Further down are '*DOB' (mmddyyyy format), '*SSN' (111223333 format), '*Work Phone' and 'Cell Phone' (2223334444 format), '*County' (a dropdown menu), and '*Work Email' (pre-filled with test@example.com). At the bottom right of the pop-up are 'Continue' and 'Cancel' buttons.

You may enter your [nd.gov User ID](#) if you have been issued one for your agency. Otherwise, you may leave that field blank, and it will be determined by a System Administrator after submission.

Click **CONTINUE** when finished.

You will then be directed to the **Submit Application** screen. Here you will verify the types of applications you are submitting (left side), and your general information (right side).

The system will automatically submit all applications that have had all required information entered.

Any applications that need additional information will remain, and will need to be submitted separately.

Ready to Submit

ND C.J.I.S. Portal
Status: Ready to Submit

NCIC
Status: Incomplete

Need Additional Info

POST
Status: Incomplete

Add Application

Submit Applications

Your ND C.J.I.S. Portal and NCIC applications are ready to submit. Let's get those submitted before collecting additional information for the POST application.

General Information

ORI: NDAG0000 Agency Name: OFFICE OF THE ATTORNEY GENERAL
Job Title: ADMIN ASST
Name: GRUMPY DWARF
DOB: 6/24/1975 SSN: 123-45-6789
Work Phone: (701) 000-0000
County: BURLINGHAM
Work Email: VROCBALL@ND.GOV

Edit

☐ * I certify that the answers to all these questions are true and correct. I understand the making of any false or misleading statements or answers which result in this application will result in the removal of my access.

Finish Later Submit/Continue

To open a ticket for issues related to your application, please call (701) 328-4470 or (877) 328-4470 or [submit an incident online](#).

At this time, you have the opportunity to add additional applications and edit your general information.

Select **SUBMIT/CONTINUE** to process.

You will receive an email confirming your submission.

Applications That Require Additional Information

The following application types require additional information before submission:

- LERMS
- VINEProtect
- VINEWatch
- SLIC
- POST

If you have applications that require additional information, you can click on them individually on the left-side of your screen.

The screenshot displays the 'POST Application' form. On the left, a sidebar lists application types: 'ND CJIS Portal' (Ready to Submit), 'NCIC' (Ready to Submit), and 'POST' (Incomplete). The 'POST' application is selected. The main form area shows a progress bar with four steps: General Info, POST Information, Review, and Submitted. The 'POST Information' step is currently active. Below the progress bar, there are several sections: a question about the type of POST application (Officer applying for a license or Renewal currently unavailable), a question about passing the Use of Force Test, a question about having a duty weapon/side arm, and a section for uploading documents. The document upload section has a table with columns for 'Upload', 'File', and 'Template'. It lists four documents: 'Peace Officer Application For License', 'New Employment of Peace Officer', 'License Eligibility', and 'Peace Officer Code of Conduct'. Each document has a 'No File Selected' status and a corresponding 'Add PFN' button. Below the document upload section, there is a question about who will be paying the \$45 license fee (Agency or Applicant) and a 'Notes' section. At the bottom, there are 'Finish Later' and 'Continue' buttons. A footer at the very bottom contains links for Consumer Protection, BCI Tip Line, Concealed Weapons Hotline, and National Human Trafficking Resource.

Ready to Submit [Select All](#)

ND CJIS Portal
Status: Ready to Submit

NCIC
Status: Ready to Submit

Need Additional Info

POST
Status: Incomplete
[Add Application](#)

POST Application

General Info POST Information Review Submitted

*What type of POST application will you be filing out today?:
☒ Officer applying for a license
☐ Renewal currently unavailable

*Have you passed the Use of Force Test?:
☐ Yes ☐ No

*Have you qualified with your duty weapon/side arm?:
☐ Yes ☐ No

Please upload the following documents:

Upload	*File	Template
Add PFN 1	No File Selected	Peace Officer Application For License
Add PFN 2	No File Selected	New Employment of Peace Officer
Add PFN 3	No File Selected	License Eligibility
Add PFN 4	No File Selected	Peace Officer Code of Conduct

*Who will be paying the \$45 license fee?
☐ Agency
☐ Applicant

Notes:

[Finish Later](#) [Continue](#)

To open a ticket for issues related to your application, please call (701) 328-4470 or (877) 328-4470 or [submit an incident online](#).

Consumer Protection BCI Tip Line Concealed Weapons Hotline National Human Trafficking Resource

Note: The POST application type allows you to upload supporting documents with your POST License application. It also allows you to submit your license fee payment online. You have the option to select **AGENCY** or **APPLICANT** depending on who will be paying the fee.

If **APPLICANT** is selected, you have the option to choose **CHECK** or **ACH**.

If you choose **CHECK**, directions for mailing a check to POST Board will display.

If you choose **ACH**, you will be prompted for your Bank Routing Number and Account Number to submit an online payment.

Ready to Submit [select all](#)

ND C.JIS Portal ✖
Status: Ready to Submit

NCIC ✖
Status: Ready to Submit

Need Additional Info

POST ✖
Status: Incomplete
[Add Application](#)

POST Application

General Info POST Information Review Submitted

*What type of POST application will you be filing out today?
☒ Officer applying for a license
☐ Renewal currently unavailable

*Have you passed the Use of Force Test?
☒ Yes ☐ No

*Have you qualified with your duty weapon/side arm?
☒ Yes ☐ No

Please upload the following documents:

Upload	*File	Template
Add PFN 1	TEST.docx	Peace Officer Application For License
Add PFN 2	TEST.docx	New Employment of Peace Officer
Add PFN 3	TEST.docx	License Eligibility
Add PFN 14	TEST.docx	Peace Officer Code of Conduct

*Who will be paying the \$45 license fee?
☐ Agency
☒ Applicant

*Payment Type:
☐ Check ☒ Electronic Check (ACH)

Notes:

[Finish Later](#) [Continue](#)

To open a ticket for issues related to your application, please call (701) 328-4470 or (877) 328-4470 or [submit an incident online](#).

Complete the information requested and select **CONTINUE**. You will be shown your completed application for any edits and submission.

Status: Ready to Submit

NCIC ✖
Status: Ready to Submit

POST ✖
Status: Ready to Submit
[Add Application](#)

General Information

OR#: Agency Name:
ND4600000 OFFICE OF THE ATTORNEY GENERAL

Job Title:
DEPUTY

Name:
CLARK GRISWOLD

DOB: SSN:
7/4/1955 789-45-6123

Work Phone:
(701) 000-0000

County:
BURLEIGH

Work Email:
VROTBALL@ND.GOV

[Edit](#)

POST Information

POST application type:
Officer applying for a license

Passed Use of Force Test: Yes

Qualified with your duty weapon/side arm: Yes

Documents:
 PFN 1: [TEST.docx](#)
 PFN 2: [TEST.docx](#)
 PFN 3: [TEST.docx](#)
 PFN 14: [TEST.docx](#)

\$45 License Fee paid by:
Agency

Notes:
[Edit](#)

☒ I certify that the answers to all these questions are true and correct. I understand the making of any false or misleading statements or omissions in respect to this application will result in the removal of my access.

[Finish Later](#) [Submit Application](#)

To open a ticket for issues related to your application, please call (701) 328-4470 or (877) 328-4470 or [submit an incident online](#).

Once submitted, you will receive a confirmation.

Application has been successfully submitted

Current Applications

CJIS Portal

Status: Pending Admin

Date: 05/20/2019

POST

Status: Pending Admin

Date: 05/20/2019

Add Application

POST Application

General Info

POST Information

Review

Submitted

General Information

ORI: NDAG00000

Agency Name: OFFICE OF THE ATTORNEY GENERAL

Job Title: ADMIN ASST

Editing General Information on an Application

Once you have entered all of your general information and are ready to submit your application, you have the ability to edit your information before final submission.

The screenshot displays the 'Submit Application' interface. On the left, a 'Ready to Submit' sidebar shows the 'CJIS Portal' status as 'Ready to Submit' with an 'Add Application' button. The main area, titled 'Submit Application', features a yellow confirmation banner: 'Your CJIS Portal application is ready to submit.' Below this is the 'General Information' section, which lists personal and professional details: ORI (NDAG00000), Agency Name (OFFICE OF THE ATTORNEY GENERAL), Job Title (Admin Asst), Name (John R. Doe), DOB (03/27/1972), SSN (123-45-6789), Work Phone ((701) 328-5525), County (BURLEIGH), and Work Email (vroyball@nd.gov). A blue 'Edit' button is positioned below the 'Work Email' field, highlighted by a red arrow. Underneath the 'Edit' button is a 'Notes' text area. At the bottom, a disclaimer states: 'I certify that the answers to all these questions are true and correct. I understand the making of any false or misleading statements or answers with respect to this application will result in the removal of my access.' Two buttons, 'Finish Later' and 'Submit', are located at the bottom center. A vertical scrollbar is visible on the right side of the page.

Click the **EDIT** button on the Submit screen to be returned to the General Information screen for your changes. Click **UPDATE** to be returned to the Submit screen.

Adding an Application

If you select **ADD APPLICATION**, you will see a list of applications that are available to you.

Note: Depending on the application type, they are either **READY FOR SUBMISSION** or **ADDITIONAL INFORMATION NEEDED**.

The screenshot shows a modal window titled "Available Applications" with a close button (X) in the top right corner. The modal is divided into two sections:

- Ready for Submission**: This section contains three items, each with a checkbox and a description:
 - ☐ **24/7**: BCI system to manage 24/7 sobriety program participants
 - ☐ **STARS**: ND CJIS state's attorney electronic case management system (JustWare, STARS)
 - ☐ **MAP**: BCI administrative access for law enforcement record check system (MAP)
- Additional Information Needed**: This section contains three items, each with a checkbox and a description:
 - ☐ **VINEWatch**: ND CJIS administrative access for adult and juvenile incarceration and court case status victim notifications (ND SAVIN, VINEWatch, VINE, Appriss)
 - ☐ **VINEProtect**: ND CJIS administrative access for restraining and protection order victim notifications (ND SAVIN, VINEProtect, VPO, Appriss)
 - ☐ **POST**: ND POST Board application for peace officer licensure and instructor certification

At the bottom of the modal, there are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a red circle.

In the background, a sidebar titled "Current Applications" lists several applications with their status: "CJIS Portal" (Pending Agency Administrator), "NCIC" (Pending Agency Administrator), "SLIC" (Pending Agency Administrator), and "LERMS" (Pending Agency Administrator). An "Add Application" button is visible at the bottom of the sidebar.

At the bottom of the screen, there is a footer note: "To open a ticket for issues related to your application, please call (701) 328-4470 or (877) 328-4470 or [submit an incident online](#)."

After making your selections, click **CONFIRM** at the bottom of the screen.

Submitting an Application

On the **Submit Application** screen, you will verify the types of applications you are submitting (left side), and your general information (right side).

Ready to Submit [Select All](#)

ND CJIS Portal ✖
Status: Ready to Submit

ARCS ✖
Status: Ready to Submit

Current Applications

STARS ✔
Status: Pending Admin Approval Date: 07/23/2019

[Add Application](#)

ARCS Application

General Info Review Submitted

General Information

ORI: NDAG00000 Agency Name: OFFICE OF THE ATTORNEY GENERAL

Job Title: ADMIN ASSISTANT

Name: JANE M DOE

DOB: SSN:

Work Phone: (701) 328-5526

County: BURLEIGH

Work Email:

[Edit](#)

Notes:

To select all application types that are ready for submission, click **SELECT ALL**.

Ready to Submit [Select All](#)

ND CJIS Portal ✖
Status: Ready to Submit

ARCS ✖
Status: Ready to Submit

The application system screen will update to highlight all applications that are ready for submission and the Select All link will disappear. A notice will also display indicating multiple applications are ready for submission.

Ready to Submit [Select All](#)

ND CJIS Portal ✖
Status: Ready to Submit

ARCS ✖
Status: Ready to Submit

Submit Applications

Your ND CJIS Portal and ARCS applications are ready to submit. You can submit them both now, or you can select and submit each individually.

General Information

ORI: NDAG00000 Agency Name: OFFICE OF THE ATTORNEY GENERAL

Job Title: ADMIN ASSISTANT

Name: JANE M DOE

DOB: SSN:

Work Phone: (701) 328-5526

County: BURLEIGH

Work Email:

[Edit](#)

Notes:

Click **SUBMIT** to complete all application types that are **READY FOR SUBMISSION**.

County:
BURLEIGH

Work Email:

Edit

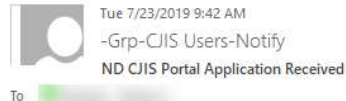
Notes:

☐ * I certify that the answers to all these questions are true and correct. I understand the making of any false or misleading statements or answers with respect to this application will result in the removal of my access.

Finish Later Submit Application

You will then be directed to the **Submit Application** screen to submit **ADDITIONAL INFORMATION NEEDED** for each application type that requires more information.

After the submission of your application(s), you will receive an email verifying that your application was received.



Hello JANE M DOE,

We have successfully received your ND CJIS Portal application.

To view the status of your application, or submit a new application click on the following link:

[Application System](#)

If you have questions regarding this email, please call (701) 328-4470 or (877) 328-4470 or [submit an incident online](#).

Additionally, the status of that application will change from **Ready to Submit** to **Pending Agency Administrator**.

Applications have been successfully submitted

Current Applications

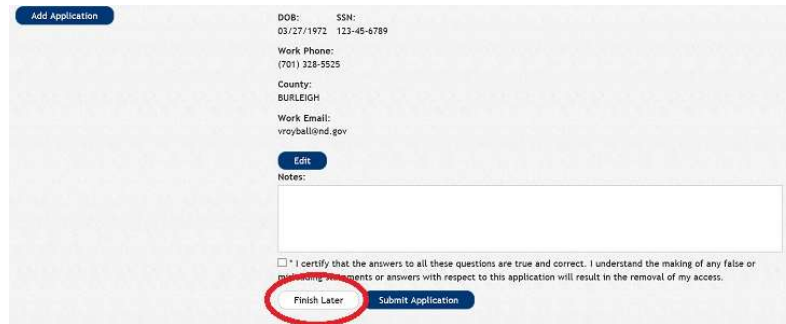
ND CJIS Portal	✓
Status: Pending Admin Approval	Date: 07/23/2019
STARS	✓
Status: Pending Admin Approval	Date: 07/23/2019
ARCS	✓
Status: Pending Admin Approval	Date: 07/23/2019

Add Application

Saving an Application for Later

You have the option of saving your information to complete later, before submitting. If that is the case, select **FINISH LATER** when you are presented with the Ready to Submit screen.

Your information will be saved until you wish to finish it.

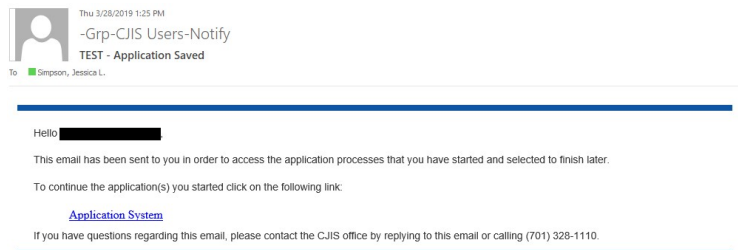


The screenshot shows a web form titled "Add Application". It contains the following fields and values:

- DOB: 03/27/1972
- SSN: 123-45-6789
- Work Phone: (701) 328-2525
- County: BURLEIGH
- Work Email: vroyball@nd.gov

Below these fields is an "Edit" button and a "Notes:" text area. At the bottom, there is a checkbox with the text: "I certify that the answers to all these questions are true and correct. I understand the making of any false or misleading statements or answers with respect to this application will result in the removal of my access." Below the checkbox are two buttons: "Finish Later" (circled in red) and "Submit Application".

The system will send an email with a link that allows you to access your application when you are ready to finish it.

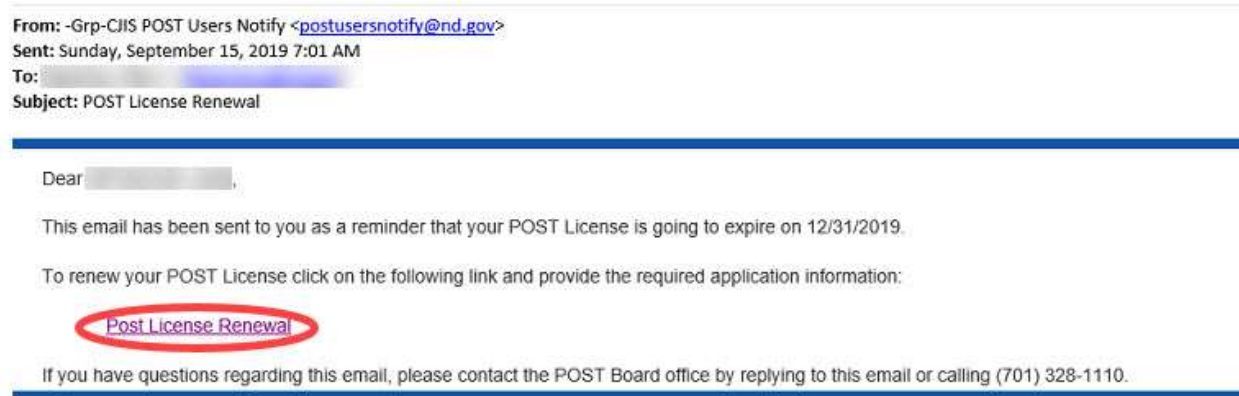


POST Renewal Process

Every three years, your POST license needs to be renewed. This process is done electronically through the ND Criminal Justice Application system.

On September 15, you will receive an email from the POST Board office notifying you that it is time to renew your license.

To begin the process, click on the “POST License Renewal” link within your email.



You will be directed to the ND Criminal Justice Application system. Click on the **ADD APPLICATION** button.

The screenshot displays the ND CJIS Portal Application system interface, divided into two main sections:

- Current Applications:** This section lists three applications, each with a green checkmark icon indicating approval.
 - ND CJIS Portal:** Status: Approved - 5-Year Renewal Check, Date: 08/30/2016
 - POST:** Status: Approved, Date: 08/30/2016
 - SLIC:** Status: Approved, Date: 08/30/2016At the bottom of this section is a blue button labeled "Add Application", which is circled in red.
- ND CJIS Portal Application:** This section contains a "General Information" form with the following fields:
 - ORI: [Redacted]
 - Agency Name: [Redacted]
 - ND Gov User ID: [Redacted]
 - Job Title: PROGRAM MANAGER
 - Name: [Redacted]
 - DOB: [Redacted]
 - SSN: [Redacted]
 - Work Phone: [Redacted]
 - Cell Phone: [Redacted]
 - County: CASS
 - Work Email: [Redacted]
 - Notes: [Redacted]

The *Available Applications* screen will appear. Click the POST checkbox and click **CONFIRM**.

Additional Information Needed

☐ **VINEProtect**
ND OAG - CJIS' administrative access for restraining and protection order victim notifications (ND SAVIN, VINEProtect, VPO, Appriss)

☐ **VINEWatch**
ND OAG - CJIS' administrative access for adult and juvenile incarceration, parole, probation, and court case status victim notifications (ND SAVIN, VINEWatch, VINE, Appriss)

☒ **POST**
ND POST Board's application for peace officer licensure

Cancel **Confirm**

The *POST Application* screen will be displayed. Click the **OFFICER RENEWING A LICENSE** option.

Application has been successfully added

Need Additional Info

POST
Status: Incomplete

Current Applications

ND CJIS Portal
Status: Approved - 5-Year Renewal Check
Date: 08/30/2016

POST
Status: Approved
Date: 08/30/2016

SLIC
Status: Approved
Date: 08/30/2016

POST Application

General Info **POST Information** Review Submitted

*What type of POST application will you be filling out today?

☐ Active POST License found

☐ Officer renewing a license

Notes:

Finish Later **Continue**

To open a ticket for issues related to your application, please call (701) 328-4470 or (877) 328-4470 or [submit an incident online](#).

Additional information for your POST license renewal will appear. At this time you will need to upload your PFN1 and PFN14 forms. You will also need to select the payment method.

A blank PDF template is available for you in the Template column for you to download, fill out and save.

To upload your PFN1 form, click on the **ADD PFN 1** button under the Upload column.

Application has been successfully added

Need Additional Info

POST
Status: Incomplete

Current Applications

ND CJIS Portal
Status: Approved - 5-Year Renewal Check
Date: 08/30/2016

POST
Status: Approved
Date: 08/30/2016

SLIC
Status: Approved
Date: 08/30/2016

[Add Application](#)

POST Application

General Info POST Information Review Submitted

*What type of POST application will you be filling out today?
☐ Active POST License found
☒ Officer renewing a license

Please upload the following documents:

Upload	*File	Template
Add PFN 1	No File Selected	Peace Officer Application For License
Add PFN 14	No File Selected	Peace Officer Code of Conduct

*Who will be paying the \$45 license fee?
☐ Agency
☐ Applicant

Notes:

[Finish Later](#) [Continue](#)

To open a ticket for issues related to your application, please call (701) 328-4470 or (877) 328-4470 or [submit an incident online](#).

An *Add Attachment* window will appear for you to select your completed form.

Add Attachment

*Select File: [Browse...](#)

[Cancel](#) [Add](#)

You will need to select the completed form in the location it is saved on your computer. Once you have completed that step and returned to the *Add Attachment* window, click the **ADD** button.

Repeat the upload process for the PFN14 form.

Once your forms have been uploaded, you will continue to the license fee payment section.

You have two options for who will be paying the license fee; the **agency** or **applicant**. Make your selection for your payment method.

Note: If applicant is selected, you have the option to pay by check or ACH (Electronic Check).

Application has been successfully added

Need Additional Info

POST ✖
Status: Incomplete

Current Applications

ND CJIS Portal ✓
Status: Approved - 5-Year Renewal Check
Date: 08/30/2016

POST ✓
Status: Approved
Date: 08/30/2016

SLIC ✓
Status: Approved
Date: 08/30/2016

Add Application

POST Application

General Info POST Information Review Submitted

*What type of POST application will you be filling out today?

☐ Active POST License found
☒ Officer renewing a license

Please upload the following documents:

Upload	*File	Template
Add PFN 1	PFN 1 Peace Officer Application for License.pdf	Peace Officer Application For License
Add PFN 14	PFN 14 Peace Officer Code of Conduct.pdf	Peace Officer Code of Conduct

*Who will be paying the \$45 license fee?

☒ Agency ←
☐ Applicant

Notes:

Finish Later **Continue**

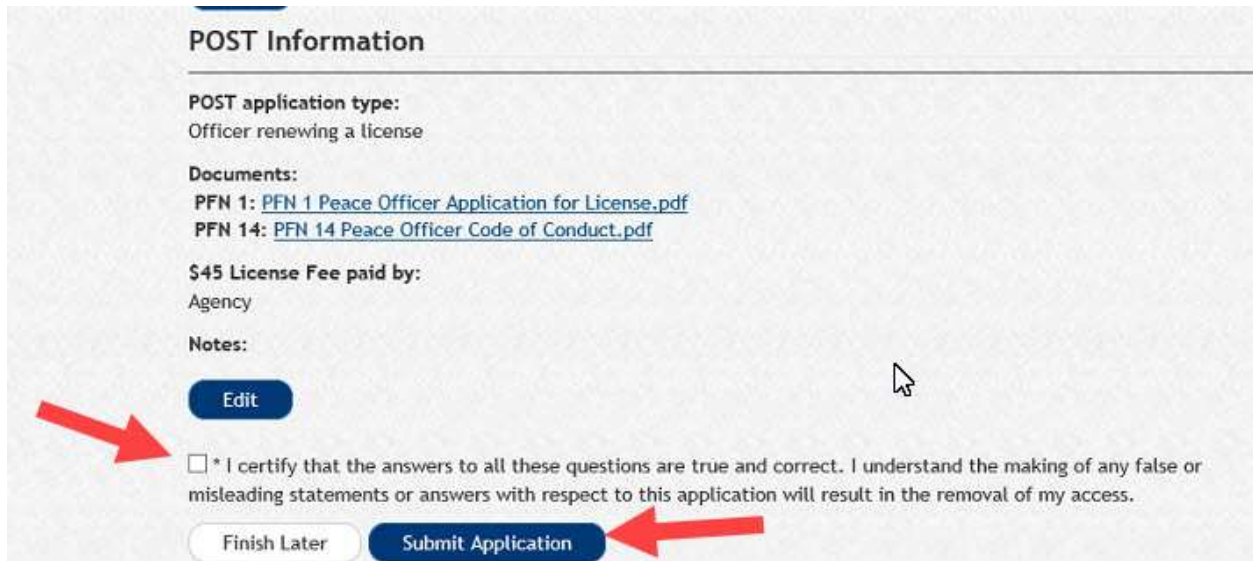
To open a ticket for issues related to your application, please call (701) 328-4470 or (877) 328-4470 or [submit an incident online](#).

Add any notes if necessary.

Click **CONTINUE**.

The POST Application review screen will be displayed. Make any corrections to your personal or POST information if necessary. To do so, click the **EDIT** button.

Click on the checkbox next to the certification statement.



The screenshot shows a web form titled "POST Information". It contains the following sections:

- POST application type:** Officer renewing a license
- Documents:**
 - PFN 1: [PFN 1 Peace Officer Application for License.pdf](#)
 - PFN 14: [PFN 14 Peace Officer Code of Conduct.pdf](#)
- \$45 License Fee paid by:** Agency
- Notes:**

Below the notes is a blue "Edit" button. A red arrow points to a checkbox next to the certification statement: "☐ * I certify that the answers to all these questions are true and correct. I understand the making of any false or misleading statements or answers with respect to this application will result in the removal of my access." Below this statement are two buttons: "Finish Later" and "Submit Application". A red arrow points to the "Submit Application" button.

Click **SUBMIT APPLICATION**.

POST License Renewal Help

If you have questions about your POST license please call the POST Board office at (701) 328-5529.

Records Check Process

A fingerprint-based criminal history records check is required for access to ND CJIS Portal, VINEProtect, VINEWatch, 24/7, ARCS, NCIC, SLIC and POST application types.

The ND Criminal Justice Application system utilizes BCI's Criminal Justice Applicant Record Check System (ARCS) to process the criminal history records checks. If your agency has submitted an ARCS application file for you, then your agency administrator can use the TCN from the submission. If your agency has not already submitted an ARCS application file to BCI Criminal History for you, please work with your Agency Administrator to submit one.

Fingerprints can be sent to BCI Criminal History by:

1. LiveScan
 - a. Please include PCN number on the ARCS application submission
2. US Mail
 - a. Please send 2 BLUE applicant fingerprint cards to:
Attn: Law Enforcement Record Checks
North Dakota Bureau of Criminal Investigation
PO Box 1054
Bismarck ND 58502-1054
 - b. Fill out, and include fingerprint memo with fingerprint cards. The fingerprint memo can be found on the final page of this document.

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to review 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.

If you have questions regarding this, call (701) 328-5500 or email bcimap@nd.gov.

Twelve (12) Month Non-Use Policy

Logging into ND CJIS Portal on a regular basis will prevent your account from being deactivated.

After 11 consecutive months of non-use, you will receive an email that your account is at risk of being deactivated. You must sign in to Portal to continue to have access. Loss of ND CJIS Portal access will also result in loss of applications validating off Portal, including 24/7 and DOT Reporting.

Your Portal account is automatically deactivated one month after your warning email. This will prevent you from accessing all programs that are authenticated through the Portal. To regain access, you will have to submit a new application.

Five (5) Year Renewal Checks

Every five years, the system will initiate a criminal history records check on all users with active application types that require a criminal history records check. Upon completion, you will receive an email notice stating the result of that records check.

Help

For assistance with filling out your application, please contact your Agency Administrator.

If you are having problems submitting your application, please call (701) 328-4470 or (877) 328-4470, or submit an incident online at

<https://www.nd.gov/itd/onlineincident/createincident.aspx>.

**CRIMINAL JUSTICE FINGERPRINT
SUBMISSION MEMORANDUM**

TO: BCI Law Enforcement Record Checks

FROM: Criminal Justice Agency Requestor

RE: Applicant Fingerprint Card Submission

DATE:

Please process the enclosed fingerprints for:

Applicant Name:

Date of Birth:

Agency ORI:

For the purpose of (check all that apply):

- ☐ ND Criminal Justice Application (ex. NDCJIS Portal, Vine, 24/7, etc.)
- ☐ Pre-Employment Record Check / Employee Re-check
- ☐ Contractor/Vendor/Volunteer Clearance

Please disseminate results via:

View Results In Applicant Records Check System (ARCS)

Mail Results to:

Attn to:

Agency Name:

Address:

City/State/Zip:

Mail (2) complete fingerprint cards and this memo to:

Attn: Law Enforcement Record Checks
North Dakota Bureau of Criminal Investigation
PO Box 1054
Bismarck ND 58502-1054