



Criminal Justice Information Sharing (CJIS) • 600 E. Blvd Avenue, Dept 125 • Bismarck, ND 58505  
Office: (701) 328-1110 • Fax: (701) 328-2226

### LERMS Application Process for New Employee

1. Go to <http://www.nd.gov/cjis/applications/verify.htm>

The screenshot shows the top of the 'CJIS Application Form'. On the left is the 'CJIS' logo with icons for a magnifying glass, a shield, and a person. On the right, it says 'North Dakota Criminal Justice Information Sharing'. Below the logo is the title 'CJIS Application Form'. The form contains a text input field for 'ORI: \*', followed by 'Application Type: \*' with radio buttons for 'Portal', 'LERMS', and 'STARS'. Below these is the instruction 'To continue, click Verify to verify that there is a valid application agreement for this agency.' and a blue 'Verify' button.

- a. ORI - Enter your agency ORI. Example: ND0000000
- b. Application Type - Check the ones that apply.

2. Click "Verify"
3. Click "Show all content" if you get this pop up. This will allow you to see the required Captcha at the bottom of the form.



4. Complete the form.

### **CJIS Application Form**

**ORI:** ND0000000  
**Agency Name:** CJIS Office  
**Application Type:** LERMS

Criteria

\*Required

**NDGOV User ID**

**PCN**  (LiveScan ID Number)

**Name**

<b>*Last</b>	<b>*First</b>	<b>MI</b>
<input type="text" value="Smith"/>	<input type="text" value="Lucy"/>	<input type="text" value="M"/>

**\*Date of Birth**  (mmddyyyy)

**\*SSN**  (999999999)

**Previous Name**

First Name	Middle	Last Name	Suffix	Action
Lucy	M	Anderson		<a href="#">Delete</a>
Lucy	M	Just		<a href="#">Delete</a>
<a href="#">Add Previous Name</a>				

**\*Work Phone**  (2223334444)

**Cell Phone**  (2223334444)

**\*Job Title**

**\*County**

**\*Work Email**

**Badge #**

**\*Hire Date**  (mmdyyyy)

**\*Select one:**  Full time  Part time

**Notes**

Security Check

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Type the two words:

Clear

Submit

- a. NDGOV User ID – your NDGOV that is associated with your current agency. If you don't have one CJIS will assign one to you.
- b. PCN – the number in the right hand corner of your live scan card. The blue FBI cards do not have one.
- c. Name – Last, First and Middle Initial
- d. Date of Birth – enter two digit month, two digit day and four digit year (mmdyyyy). It will format to mm/dd/yyyy.
- e. SSN – Social Security Number
- f. Previous name – Click "Add Previous Name" and put in all previous names. Ex: maiden name
- g. Work Phone – your current office number
- h. Cell Phone – your current work cell number
- i. Job Title – your current job title
- j. County – the county your agency is in

- k. Work Email – your current work email
- l. Badge # - your deputy/officer badge number
- m. Hire Date – enter two digit month, two digit day and four digit year (mmdyyy). It will format to mm/dd/yyyy.
- n. Select one – check if you are “Full Time” or “Part Time”
- o. Notes – any special messages you may have so CJIS
- p. Security Check – type in the Captcha
- q. Click “Submit”
- r. Submitted Successfully

	North Dakota Criminal Justice Information Sharing
<b>CJIS Application Form</b>	
<small>The application was submitted successfully.</small>	

- If not successful check the top of the page for errors.
- s. Your agency administrator will be sent email with instructions to approve the application.