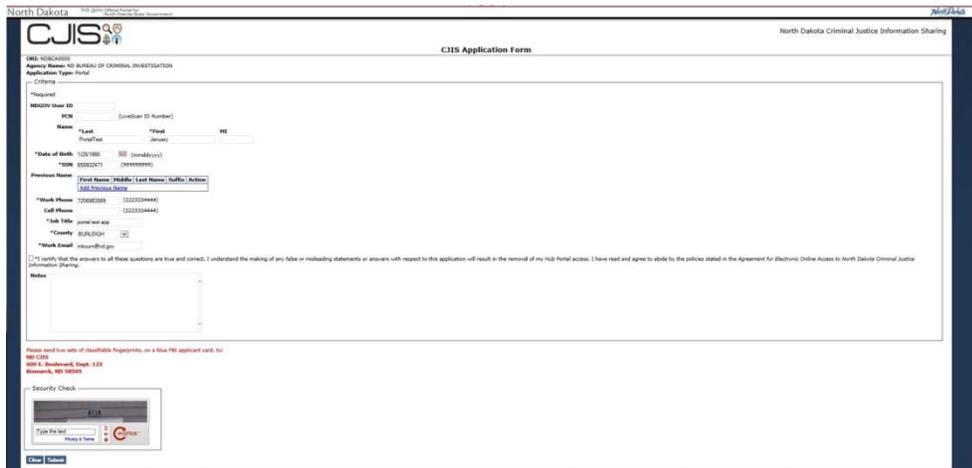


The application form can be found at <https://www.nd.gov/cjis/applications/verify.htm>.



The first page of the application requires the ORI the applicant will be working under. Make sure to include the full ORI including any letters (for example, enter ND1234567). Choose which programs you need access to and click “Verify.”



Fill in your information on the next page. Additional fields besides the ones shown above may be available based on which application types were selected on the previous screen. You will not need to fill in the NDGOV User ID or PCN. Make sure you complete the security check on the bottom of the page before submitting the form otherwise you will receive an error.

## Fingerprint Cards

A fingerprint based background check is required by FBI Security Policy for access to criminal justice information. If an applicant **HAS NOT** had previous ND CJIS Portal access, 2 sets of fingerprints on blue fingerprint cards need to be mailed to:

Office of Attorney General - ND CJIS  
 600 E Boulevard Ave – Dept 125  
 Bismarck, ND 58505

If you have had ND CJIS Portal access previously through a different agency, we will have your fingerprints on file and new ones will not need to be mailed to ND CJIS.

## **MFA Token / VPN Access**

Some agencies require a VPN for users to connect to the secure state internet network, which is required to access the ND CJIS Portal. VPN access for criminal justice personnel is normally available through NetMotion or an MFA (multi-factor authentication) token.

NetMotion access is granted through ITD Security and you will receive an MFA token if you have NetMotion.

If you do not have NetMotion and need an MFA token for accessing ND CJIS programs, you can request one in the “Notes” field of the ND CJIS Portal application. You can also make a request through the ITD Service Desk by calling 328-4470 or 1-877-328-4470 or online at <https://www.nd.gov/itd/onlineincident/createincident.aspx>.

Please note: it can take 1-2 weeks for ND CJIS-issued MFA tokens to arrive in the mail, so they should be requested when the application is submitted. It is a breach of FBI Security Policy for more than one user to use the same MFA token.