

ND Criminal Justice Application



VINE 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 will be able to process criminal justice applications for licensure/access, background checks, denials, deactivations, and revocations. The ND Criminal Justice Application system will also provide notifications of suspensions, revocations, deactivations, and denials to the participating programs.

Starting an Application

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

The screenshot displays the North Dakota Attorney General's website. At the top, there is a search bar and a navigation menu. The main header features the name "WAYNE STENEHJEM" and the title "NORTH DAKOTA ATTORNEY GENERAL". Below this, a horizontal menu lists various services: "The Attorney General's Office", "Consumer Resources", "Public Safety", "Criminal Justice Resources", "Licensing and Gaming", "News", "Alcohol/Toxicology Testing", and "Open Records & Meetings Laws". The main content area is titled "ND Criminal Justice Application" and contains a form with a label "ORI:" and an input field. A red arrow points to the input field. Below the input field, there is a link to "submit an incident online". At the bottom, there is a footer with contact information for various services: "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", and "National Human Trafficking Resource Center 1-888-373-7888".

Search Application Types x

North Dakota Travel Infor...

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

[Privacy Policy](#) [Disclaimer](#) [Security Policy](#) [Adobe Reader](#)

You must enter the full ORI provided to you in the ORI field.

VINE Program specific ORI's, for users accessing no other ND CJIS programs and who are not currently associated with Law Enforcement or State's Attorneys offices, include:

- NDCAWSORG
- NDDISTRICT
- NDJUVENILE
- NDMUNICIPAL

Note: If you have questions about the valid ORI number for your agency, or format for that number, please open a ticket by calling 701-328-4470 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.

The screenshot shows the North Dakota Attorney General's website. At the top, there is a search bar and a "SIGN UP FOR VICTIM NOTIFICATIONS" button. Below the header, the name "WAYNE STENEHJEM NORTH DAKOTA ATTORNEY GENERAL" is displayed. A navigation menu includes links for "The Attorney General's Office", "Consumer Resources", "Public Safety", "Criminal Justice Resources", "Licensing and Gaming", "News", "Alcohol/Toxicology Testing", and "Open Records & Meetings Laws". The main content area is titled "ND Criminal Justice Application". It features an "ORI:" field with "NDCAWSORG" entered. Below this, under "Available Applications", there are two boxes: "VINEProtect" and "VINEWatch". Each box contains a description of the application type and a "Continue" button. At the bottom of the page, there is a 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](#)."

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.

Search Application Types x

North Dakota Travel Infor...

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

SIGN UP FOR VICTIM NOTIFICATIONS

contact Us

AL

The Attorney General's Office

Open Records & Meetings Laws

ND Criminal Justice

ORI: NDCAWSORG

Available Applications

☒ VINEProtect

ND OAG - CJIS' administrative restraining and protection notifications (ND SAVIN, V Appriss)

Continue

To open a ticket

incident online.

General Information

ORI: NDCAWSORG Agency Name: ND CAWS

ND Gov User ID:

*Job Title: TESTING JOB

*First Name: JANE Middle Name: *Last Name: VINEWATCHTEST Suffix:

Add Previous Name

*DOB: 3/1/1954 mmddyyyy

*SSN: 110223396 111223333

*Work Phone: 7013281110 Cell Phone: 2223334444

*County: BURLEIGH

*Work Email: NAME@ND.GOV test@example.com

Continue Cancel

Click **CONTINUE** when finished.

Please enter the agencies for which you are requesting access to, in the first box. Examples include municipal courts or jails for specific counties.

The screenshot shows a web browser window with the North Dakota State Government website. The header includes the North Dakota logo, the text "nd.gov Official Portal for North Dakota State Government", a search bar, and a "Contact Us" link. Below the header is a navigation menu with links to various departments: The Attorney General's Office, Consumer Resources, Public Safety, Criminal Justice Resources, Licensing and Gaming, News, Alcohol/Toxicology Testing, and Open Records & Meetings Laws. The main content area is titled "VINEProtect Application" and includes a progress bar with four steps: General Info, VINEProtect Information (current step), Review, and Submitted. A red arrow points to the "Continue" button. On the left, there is a "Need Additional Info" section with a "VINEProtect" status box showing "Status: Incomplete" and an "Add Application" button. Below the progress bar, there is a text area for "Agencies Requesting Access To:" and a "Notes:" section. At the bottom, there is a "Finish Later" button and a "Continue" button, with a red arrow pointing to the "Continue" button. A footer note states: "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.

Ready to Submit

VINEProtect

Status: Ready to Submit

Add Application

VINEProtect ApplicationND CAWS

General Info

VINEProtect Information

Review

Submitted

General Information

ORI:NDCAWSORGAgency Name:ND CAWS

Job Title:TESTING JOB

Name:JANE VINEWATCH

DOB:3/1/1955SSN:110-22-3345

Work Phone:(701) 328-1116

County:BURLEIGH

Work Email:JESSIMPSON@ND.GOV

Edit

VINEProtect Information

Agencies Requesting Access To:none

Notes:testing 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 answers with respect to this application will result in the removal of my access.

Finish Later

Submit Application


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

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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.

Ready to Submit

VINEProtect 
Status: Ready to Submit

Add Application

VINEProtect Application

General Info

VINEProtect Information

Review

Submitted

General Information

ORI: NDCAWSORG

Agency Name: ND CAWS

Job Title: TESTING JOB

Name: JANE VINEWATCH

DOB: 3/1/1965

SSN: 112-22-9987

Work Phone: (701) 328-1116

County: BURLEIGH


Work Email: JESSIMPSON@ND.GOV

Edit

VINEProtect Information

Agencies Requesting Access To: test

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 answers with 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](#).

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**, and have used one of the VINE-specific ORIs, you will only see VINE application types. Using a valid ORI will allow you to submit applications of other types.

The screenshot shows the 'VINEProtect Application' form. On the left, under 'Ready to Submit', there is a box for 'VINEProtect' with the status 'Ready to Submit' and a red 'x' icon. Below this box is a blue 'Add Application' button, which is highlighted by a red arrow. On the right, the 'VINEProtect Application' title is followed by a progress bar with four steps: 'General Info', 'VINEProtect Information', 'Review', and 'Submitted'. The 'Review' step is currently selected, indicated by a green dot. Below the progress bar, the 'General Information' section is displayed with the following details: ORI: NDCAWSORG, Agency Name: ND CAWS, Job Title: TESTING JOB, and Name: JANE VINEWATCH.

The screenshot shows a dialog box titled 'Available Applications' with a close button (X) in the top right corner. The main heading is 'Additional Information Needed'. There are two options, each with a checkbox and a description:
1. ☐ **VINEWatch**: ND CJIS administrative access for adult and juvenile incarceration and court case status victim notifications (ND SAVIN, VINEWatch, VINE, Appriss)
2. ☐ **VINEProtect**: ND CJIS administrative access for restraining and protection order victim notifications (ND SAVIN, VINEProtect, VPO, Appriss)
At the bottom right of the dialog box are two buttons: 'Cancel' and 'Confirm'.

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

VINEProtect
Status: Ready to Submit

Add Application

VINEProtect Application ND CAWS

General Info VINEProtect Information **Review** Submitted

General Information

ORI: NDCAWSORG Agency Name: ND CAWS

Job Title: TEST JOB

Name: JANE VINEWATCH

DOB: 3/1/1955 SSN: 110-22-3345

Work Phone: (701) 328-1116

County: BURLEIGH

Work Email: JESSIMPSON@ND.GOV

Edit

VINEProtect Information

Agencies Requesting Access To: Ramsey County Courthouse, Ramsey County Juvenile Court

Notes: Testing VINEProtect

Edit

☒ * I certify that the answers to 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

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

Select the checkbox next to the application certification.

Select **SUBMIT APPLICATION** to process.


A notification will be displayed on the screen confirming your submission.

Applications x

North Dakota Travel Infor...

Application has been successfully submitted

Current Applications

VINEProtect 

Status: Pending Admin Approval Date: 05/22/2019

[Add Application](#)

VINEProtect Application

General Info VINEProtect Information Review Submitted

General Information

ORI: Agency Name:
NDCAWSORG ND CAWS

Job Title:
TESTING JOB

Name:
JANE VINEWATCHTEST

DOB: SSN:
3/1/1954 110-22-3396

Work Phone:
(701) 328-1110

County:
BURLEIGH

Work Email:
NAME@ND.GOV

VINEProtect Information

Agencies Requesting Access To:
Ramsey County Courthouse, Ramsey County Juvenile Court

Notes:
Testing VINEProtect

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



Hello JANE VINEWATCH,

We have successfully received your VINEProtect application.

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

[Application System](#)

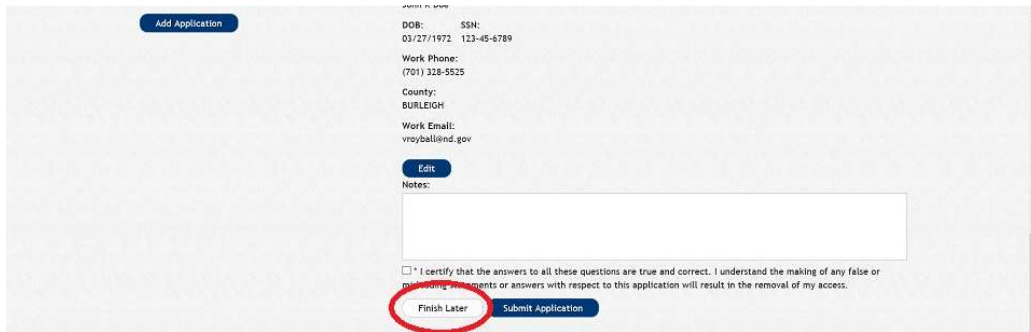
This information will show up at the bottom of emails that are sent for the VINE Protect application type.

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

Saving an Application for Later

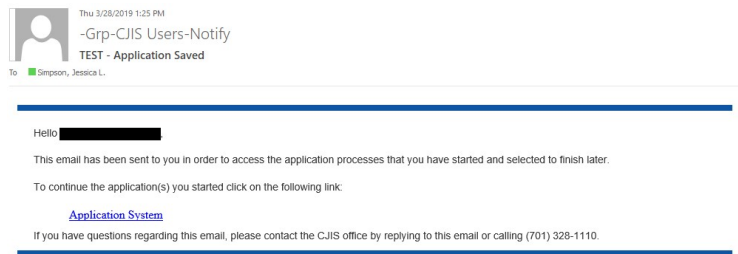
You have the option of saving your information to complete later, before submitting. If that is the case, select **FINISH LATER** when you are presented with the Ready to Submit screen.

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



The screenshot shows a web form for completing an application. On the left, there is a blue button labeled "Add Application". On the right, there is a form with the following fields: "DOB:" with the value "03/27/1972", "SSN:" with the value "123-45-6789", "Work Phone:" with the value "(701) 328-5525", "County:" with the value "BURLEIGH", and "Work Email:" with the value "vreyballind.gov". Below these fields is a blue button labeled "Edit". Underneath the "Edit" button is a text area labeled "Notes:". At the bottom of the form, 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" (which is 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.



Records Check Process

A fingerprint-based background check is required for access to VINEProtect and VINEWatch application types.

Complete 2 blue FBI fingerprint cards and mail the applicant cards to:

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

Fill out, and include fingerprint memo with fingerprint cards. The fingerprint memo can be found on the final page of this document.

Note: Enter “SAVIN” in the reason fingerprinted section on the applicant card. Failure to do so will result in a delay of application approval.

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.

Five (5) Year Renewal Checks

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