

**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:

PCN (if applicable):

Agency Name:

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
- Renewal

Please disseminate results via:

- View Results In Applicant Records Check System (ARCS)
- Email Results to:

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

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

If utilizing Live San, email completed form to: bcimap@nd.gov