

## **Criminal History Record Check (CHRC) Information for Designated Caregivers:**

### **Why, as a potential designated caregiver, am I required to complete a criminal history record check?**

- State law (NDCC Section 19-24.1-4) states that a criminal history record check must be performed on all potential designated caregivers to ensure that they have not been convicted of a drug-related misdemeanor offense within the past five year or of a felony offense in a lifetime.

### **How often do criminal history record checks need to be conducted for designated caregivers?**

- Upon initial application and biennially (every other year) thereafter, and at any other time upon the request of the North Dakota Department of Health.

### **Who pays for the criminal history record check?**

- All fees associated with the criminal history record check must be paid by the applicant.

### **How much is the criminal history record check?**

- There are two separate fees associated with the criminal history record check:
  - Fingerprinting fees (price may vary depending on where the applicant chooses to get fingerprinting completed)
  - BCI and FBI fees (\$41.25/applicant)

### **I have already had a criminal history record check for other purposes, do I have to do one again?**

- Yes, a designated caregiver applicant must have a criminal history record check completed specifically for the Medical Marijuana Program.

### **When should I have my criminal history record check completed?**

- Designated caregiver applicants should have their criminal history record check completed no earlier than 90 days prior to submitting an application.

### **Fingerprinting options:**

It is the responsibility of the applicant to find a business or individual that conducts fingerprinting to have their fingerprinting completed.

- Electronic Livescan fingerprinting (***preferred option***)
  - Applicants can have electronic prints completed at any entity or by any individual that provides such services.

- Ink fingerprinting
  - Applicants can have ink prints completed at any entity or by any individual that provides such services.

### **How does the process begin?**

- Please contact the Division of Medical Marijuana by phone at 701.328.1311 or by email at [medmarijuana@nd.gov](mailto:medmarijuana@nd.gov) to request the necessary forms and cards to initiate the criminal history record check. Applicants will need to provide their name and current mailing address so that materials can be mailed.
- If requesting information via email, it would be beneficial to type **CHRC Information Request** in the subject line of the email.

### **What forms will the Division mail?**

The Division of Medical Marijuana will mail to designated caregiver applicants the following:

- SFN 60688—Criminal History Record Check Request form
- SFN 61490—Fingerprint Verification form
- Fingerprint cards (quantity of 2)—these are the cards that the actual fingerprints go on (whether electronic or ink)
- Fingerprint card instructions

All completed forms, fingerprint cards, and a check made out to NDBCI in the amount of \$41.25 must be returned to the Division of Medical Marijuana.

Mail to:

**NDDoH; Division of Medical Marijuana**  
**Attn: Renae Sisk**  
**600 East Boulevard Ave, Dept 301**  
**Bismarck, ND 58505**

The Division of Medical Marijuana will review all submitted materials prior to sending to ND BCI to ensure all required information is provided and legible. If the Division finds that there is information missing, they will contact the applicant to provide the needed information. This will result in a delay in processing of the criminal history record check.