



## **Criminal History Record Check (CHRC)**

### **Helpful Check List to Avoid Rejection of CHRC Packet**

Most common errors when submitting a CHRC packet and causing delays or rejected packet. Ensure the following items are completed correctly and all forms are dated no later than 9 months from current date:

- **Missing form(s)**
  - Ensure you complete and include SFN 60688 and SFN 62550 with your CHRC packet
- **Missing signatures**
  - Fingerprint cards have 2 fields on each card
    - 1 field completed by applicant
    - 1 field completed by fingerprint agency
  - CHRC Form Signature and date by applicant (link to form is in the on line instructions)
- **Improper codes used**
  - Review the hair and eye color codes in the instructions
- **Payment – Money order / Cashier check or Personal check**
  - All forms of payment must have a signature
  - Payable to BCI or ND Attorney General
  - Must be made out for exactly \$41.25
- **Mail entire requirements to address in the instructions**