



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 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**