



# Cass County Sheriff

## REQUISITION FOR A CRIMINAL HISTORY CHECK

(There will be a \$10 fee to conduct a criminal background check)

Date: \_\_\_\_\_

Subject's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

A record check should be made with the court of jurisdiction to verify final disposition. This can be done through a computer at the Clerk of Courts Office, located on the second floor of the court house. North Dakota also has a website that may be utilized for a public records search, [www.ndcourts.gov/publicsearch](http://www.ndcourts.gov/publicsearch)

### Sheriff's Office Records Check

Incident Date	Arrest Information	Court of Jurisdiction

The criminal background check done through this office is for Cass County **ONLY**. For a complete criminal background check done for the State of North Dakota you may contact the Criminal Records Section, North Dakota Bureau of Criminal Investigations, 4205 State Street, PO Box 1054, Bismarck, ND 58502-1054, (701) 328-5500, [www.ag.nd/BCI/BIC.htm](http://www.ag.nd/BCI/BIC.htm).

Date of Search: \_\_\_\_\_

Search Conducted by: \_\_\_\_\_