



FINGERPRINT AND PHOTO INFORMATION FOR DHS BACKGROUND STUDY SUBJECTS

Why am I required to have a background study?

State law requires that people who will provide services to children and vulnerable adults, in certain health and human service and child care settings, have a background study completed by the Minnesota Department of Human Services (DHS).

Are fingerprints and a photograph required?

Yes. State law passed in 2014 requires background study subjects to be fingerprinted and photographed. Fingerprint-based background studies will result in faster and more accurate background study determinations.

What information do I have to provide?

You must provide your full name and any prior names, including names and aliases by which you previously have been known. You also must provide your date of birth, address, sex, eye color and hair color, height, weight, and place of birth. You do not have to provide your Social Security number (SSN) unless you want your background study determination to be available to another entity in the future. If you do not provide your SSN you will need to be fingerprinted and photographed again for your next background study.

Why do I have to provide so much personal information?

The information is required by the Minnesota Bureau of Criminal Apprehension (BCA) and the FBI to complete a fingerprint-based background study.

How will my photograph be used?

Your photo will be used to verify your identity; it stays in the DHS system. It will be available to the entity that submitted your background study request to prove that you were the person who was fingerprinted. It will also be available to entities to which you give permission to view your background study determination.

Can a background study from another agency be used in place of the DHS study?

No. Background studies completed either for or by another agency cannot be used in place of a DHS background study. DHS background studies include reviews of county and state child and vulnerable adult maltreatment determinations and Minnesota Court Information System records.

Can I submit fingerprints from another agency for my DHS background study?

No. Fingerprints recorded by any other sources cannot be used for your DHS background study. Your fingerprints and photo must be taken at a DHS authorized location. The locations are operated by 3M Cogent (<http://www.cogentid.com>).

Is there a time limit for being fingerprinted and photographed?

You have up to 14 calendar days from the day your background study request was submitted by an entity. The deadline will be printed on the fingerprint authorization form which will be given to you by the entity that submitted your background study request.

Do I have to be fingerprinted again?

In most cases, you will only be required to be fingerprinted once if you choose to provide your SSN. Future employers will be able to view your background study determination if you give them your SSN. If you do not provide your SSN you will need to be fingerprinted and photographed again for your next background study.

Where can I find more information?

You can find more information on the DHS Background Study website by going to <http://www.mn.gov/dhs> and selecting General Public > Office of Inspector General > Background Studies. You can find more information about fingerprint and photo service locations at <http://www.cogentid.com>.

Name must be listed exactly as it appears on your driver's license or valid government issued ID.

Last Name: _____

First Name: _____

Middle Name: _____

Other names known by (maiden name, married name, nicknames): None _____

Social Security Number: _____

Date of Birth (MM/DD/YYYY): _____

Place of birth (City/State/Country): _____

Phone number: _____

Email address: _____

Are you a US Citizen? Yes No

Driver's License Information:

State Issued From: _____

Number: _____

Expiration (MM/DD/YYYY): _____

Address: _____

City: _____

State: _____

County: _____

Zip Code: _____

Prior out of state addresses within the past 5 years (city, state, & date range): None

Race: _____

Hair color: _____

Gender: Female Male

Height: _____

Eye color: _____

Weight: _____