

Hello,

Congratulations on your upcoming experience with Children's Minnesota!

Minnesota 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 \(DHS\) Privacy Statement](#). State law passed in 2014 requires background study subjects to be fingerprinted and photographed. In order to complete this background study you will need to:

1. Follow steps 1-4 on the [Applicant Background Study](#). Please be prepared with the following acceptable [ID's](#). Here you will also find FAQs about the process.
2. Schedule a teleconference at least 14 business days prior to starting at Children's Minnesota by emailing childrens.education@childrensmn.org. Please include your name, experience date ranges, telephone number and a couple of dates and times you are available. Be sure to utilize your academic email address.
3. After you have completed your teleconference and your information has been confirmed you will be sent a fingerprint and photo authorization form.
4. After receiving the *fingerprint and photo authorization* form, find a site, date, and time to get your fingerprint study done. For fingerprint and background check locations, click here: <https://www.cogentid.com/mn/Maps/MNFingerprintLocations.htm>. You will have 14 calendar days from the time you complete step 3 of this process to get fingerprinted.

Failure to complete your fingerprint study may result in either a delay in your start date or your experience being canceled.

Please follow-up directly with me if you have any questions on this process.

Thank you,

Children's Minnesota