

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 [IDs](#). Here you will also find FAQs about the process.
2. Upon completion of your portion of the application, notify Children's Minnesota via email at childrens.education@childrensmn.org. If you are an Advanced Practice student, please email medical.education@childrensmn.org. Children's Minnesota personnel will review the application and submit.
3. Once the application is submitted, the MN DHS website will notify us if fingerprinting is required. If so, Children's Minnesota will email you with next steps. You will also receive an automated email from IDEMIA/IdentoGo with fingerprinting process information.
4. Find a site, date and time to get your fingerprints done. Click the following link for [fingerprint locations](#). You will have 14 calendar days from the time you complete step 3 of this process to get fingerprinted.

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

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

Thank you,

Children's Minnesota

childrens.education@childrensmn.org