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](https://www.dhs.state.mn.us/privacy). 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](https://www.dhs.state.mn.us/).** Please be prepared with the following acceptable IDs. Here you will also find FAQs about the process.

2. **Schedule a 15 minute teleconference no more than 14 days prior to starting at Children’s Minnesota by emailing childrens.education@childrensmn.org.** Personnel are available between 8:00am – 4:00pm central standard time. In your email, please include the following:
   - Name
   - Experience Date Ranges
   - Phone number
   - At least three time options for the call

   Be sure to utilize your academic email address. An appointment will be sent to that email address.

3. **After you complete your teleconference and your information is 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 fingerprints done.** Click the following link for [fingerprint and background study locations](https://www.dhs.state.mn.us/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