

Hello,

Congratulations on your upcoming experience with Children's Minnesota!

Minnesota state law requires people who will provide services to children and vulnerable adults, in certain health and human service and childcare 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.



If you are not currently in the state of Minnesota, prior to taking any of the steps below, reach out to childrens.education@childrensmn.org with information about when you will be in Minnesota to complete the fingerprinting/photographing process. If you will not be in Minnesota prior to your experience start date, we can discuss out-of-state options.

To complete this background study, you will need to:

1. Review the [Applicant Background Study](#) and follow steps 1-4. This document includes FAQs about the process. Please be prepared with the following acceptable [IDs](#).
2. Upon completion of your portion of the application, notify Children's Minnesota via email at childrens.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 you **do not** need fingerprints, Children's Minnesota will pull your background study clearance letter and move you forward in the onboarding process.
 - If you **do** need fingerprints, Children's Minnesota will email you with next steps. You will also receive an automated email from IDEMIA/Identogo with fingerprinting process information.
 - Next, find a site, date, and time to get your fingerprints done. Click the following link for [fingerprint locations](#).

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

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

Thank you,
Children's Minnesota
childrens.education@childrensmn.org