

APPLICANT BACKGROUND STUDY

You received this form because you are required to complete a Minnesota Department of Human Services (DHS) background study. Follow the instructions below to submit your background study request to the provider. The provider will review and *may* submit your background study request to DHS. Provider means a facility, program, or agency initiating background study requests under Minnesota Statutes, chapter 245C.

Provider Name	Provider Code
Minnesota Department of Health	HP2Ap

Instructions

- 1. Go to NETStudy 2.0 Applicant Portal**
<https://netstudy2.dhs.state.mn.us/Applicant>
- 2. Create an Account** If you have not created an account before:
 - Click “Register as a new user.”
 - Enter your account information. Click “Register.”
 - Check your email for the temporary password.
- 3. Login**
 Your username is your email address. A temporary password was sent to the email account you used to register. When you login, you will be prompted to change your password and choose three security questions.
- 4. Enter Application Information**
 - Click “Create Application” on the home screen
 - Enter HP2Ap in the provider number field. Click Search. If the correct provider is displayed, click “Continue Application.” If an incorrect provider is displayed, contact the provider that gave you this form.
 - Enter your demographic information. Click “Next” after you have completed the required fields on each screen.
 - On the Payment Information screen click “Pay Now.” After clicking “Complete Payment” a new tab with the DHS Electronic Payment System will open. Click “Pay without Registering” and complete the payment process.
 - After you have completed payment, return to NETStudy 2.0 and click “Continue.” After reviewing the registry screen, click “Finish.” Clicking “Finish” will submit your application to the provider.
 - Be careful to enter the information correctly. You will not be able to change it unless you contact the provider.
- 5. Check your email**
 If you are required to be fingerprinted, you will receive an email when the provider submits your background study request to DHS. The email will come from IDEMIA/IdentoGO and includes a unique tracking number (specific to you) called a Universal Enrollment Identification (UE ID). The email includes a link to IDEMIA’s pre-enrollment system for fingerprinting. You must complete the short electronic pre-enrollment process.

Frequently Asked Questions

- How much does the background study cost?**
 The background study fee is \$44.00.
- How can I pay?**
 The background study fee must be paid using the DHS Electronic Payment System through NETStudy 2.0. You can use a credit or debit card to make the payment. You can setup an account if you plan to use the DHS Electronic Payment System for other background studies or you can bypass the account setup by clicking, “Pay without registering.”
- Will I be notified when I can be fingerprinted and photographed?**
 Yes. If fingerprints and photo are required for your background study, you will receive an email from IDEMIA/IdentoGO with instructions for pre-enrollment. You cannot be fingerprinted and photographed until you complete the short electronic pre-enrollment process.
- What happens next?**
 The provider will review and verify your background study information before your background study request is submitted to DHS. If the provider chooses to submit the background study request, you and the provider will receive a notice of your background study status. The notice will be mailed to you within three days of DHS receiving a response about your criminal history check. The provider will receive the notice electronically.
- Where do I find more information?**
 You can find information on the Background Study website at www.DHS.state.mn.us, select General Public; Office of Inspector General; Background Studies.
- What if I have questions?**
 If you have questions call (651) 431-6620.

BACKGROUND STUDY NOTICE OF PRIVACY PRACTICES

Because the Department of Human Services (DHS) is asking you to provide private information, you have privacy rights under the Minnesota Government Data Practices Act. This law protects your privacy, but also allows DHS to give information about you to others when the law requires it. This notice describes how your private information may be used and disclosed, and how you may access your information.

Why is DHS asking me for my private information?

An entity that uses DHS to conduct background studies is submitting a background study on you. The private information is needed to conduct the background study.

What information must I provide to complete the background study?

You are required to provide enough information to ensure an accurate and complete background study. This includes your:

- first, middle, and last name and all names you have ever been known by or used;
- current home address, city, zip code, and state of residence;
- previous home addresses, city, county, and states of residence for the last five years;
- sex and date of birth;
- driver's license or other identification number; and,
- fingerprints and a photograph, as required by law.

How will the information that I give be used?

The information will be used to perform a background study that will include a check to determine whether you have any criminal records and/or have been found responsible for substantiated maltreatment of a vulnerable adult or child. When required, there will be a search of professional boards. Background study data is classified as "private data" and cannot be shared without your consent except as explained in this notice. Your information will also be used by DHS to collect on-going criminal and maltreatment data if it becomes available.

What may happen if I provide the information?

Information found as a result of the background study will be provided to the entity that requested the background study.

What if I refuse to provide the information?

If you refuse to provide the information, DHS will be unable to complete your background study which may negatively impact your role with the entity that initiated your background study.

Who will DHS give my information to?

DHS will only share information about you as needed and as allowed or required by law. The identifying information you provide will be shared with the Minnesota Bureau of Criminal Apprehension (BCA) and in some cases the Federal Bureau of Investigation (FBI). If there is reasonable cause to believe that other agencies may have information related to a disqualification, your identifying information may also be shared with:

- county attorneys, sheriffs, and agencies;
- courts and juvenile courts;
- local police;
- the Office of the Attorney General; and,
- agencies with criminal record information systems in other states.

What information will DHS share with the entity that requested my background study?

If no criminal or substantiated maltreatment information is returned, the entity that initiated your background study will receive the 'no criminal or maltreatment background study information found' notice.

If criminal or maltreatment information is received, it will be provided to the entity that initiated the background study. The entity that initiated the background study will make the final decision about whether the information returned impacts your role with the entity.

What other entities might DHS share information with?

Information about your Background study may be shared with:

- the Minnesota Department of Health;
- the Minnesota Department of Corrections;
- the Office of the Attorney General;
- Licensing boards;
- County Social Service Agencies;
- Minnesota Adult Abuse Reporting Center;
- MNSure;
- Minnesota Guardian Ad Litem Board;
- District Courts; and,
- Tribal Governments.

Will my fingerprints be kept?

DHS and the BCA will not keep your fingerprints. However, if an FBI check is required for your background study, the FBI may keep your fingerprints and may use them for other purposes.

What information can the fingerprint and photo site view and keep?

The fingerprint and photo site can view identifying information to verify your identify. The fingerprint and photo site will not keep your fingerprints, photo, or most other information. The fingerprint and photo site can keep your name and the date and time your fingerprints were recorded and sent, for auditing and billing purposes.

What are my rights about the information you have about me?

- You may ask if we have information about you and request in writing to get copies. You may have to pay for copies. You may give other people permission to see and have copies of private information about you.
- You may ask (in writing) for a report that lists the entities that submitted a background study request on you.
- You may ask in writing that the information used to complete your background study be destroyed. The information will be destroyed if you have:
 - (1) not been affiliated with any entity for the previous two years, and;
 - (2) no current disqualifying characteristic(s).

Please send all written requests to:

Minnesota Department of Human Services
Background Studies Division
NETStudy 2.0 Coordinator
PO Box 64242
St. Paul, MN 55164-0242

For Guardian Ad Litem and Guardian and Conservator Background Studies you also have the right to:

- be informed that the court will request a background study on your behalf for the purpose of determining whether your appointment or continued appointment is in the best interests of the child, ward, or protected person;
- be informed of the results and obtain from the court a copy of the results; and,
- challenge the accuracy and completeness of information provided by DHS or BCA by filing a challenge with the appropriate agency under Minn. Stat. § 13.04 subd. 4. Please note that some challenges may be precluded by Minn. Stat. §256.045 subd. 3.

How long will DHS keep my background study information?

DHS will destroy:

- your photo when you have not been affiliated with an entity for two years.
- any background data collected on you after two years following your death or 90 years after your date of birth, except when readily available data indicates that you are still living.

What is the legal authority for DHS to conduct background studies?

Background studies are completed by DHS according to the requirements in Minnesota Statutes, chapter 245C or other authorizing state law.

What if I think my privacy rights have been violated?

You may report a complaint if you believe your privacy rights have been violated. If you think that the Minnesota Department of Human Services violated your privacy rights, you may send a written complaint to the Minnesota Department of Human Services, Privacy Official at:

Minnesota Department of Human Services
Privacy Official
PO Box 64998
St. Paul, MN 55164-0998

Minnesota law requires some background studies conducted by the Department of Human Services (DHS) to include a fingerprint-based Federal Bureau of Investigation (FBI) record check. The FBI requires that you be provided the following Privacy Act Statement if a FBI record check is conducted as part of your DHS background study.

FBI Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Your Rights

You have the right to directly obtain your FBI record and to work with the FBI to correct your record if it is wrong. You are not required to do this, but if you want to you must send your fingerprints and a fee to the FBI. Information about the process is on the FBI's web site at: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

If your background study results in a disqualification, you will be provided with information about how to ask DHS for reconsideration of the determination. At that time, you may inform DHS that the information used was wrong (this is a correctness review) and/or that the disqualification should not apply (this is a risk of harm review).