



## **ACCEPTABLE FORMS OF IDENTIFICATION FOR DHS BACKGROUND STUDIES**

Entities that initiate background studies are required by law to verify the background study subject's identity and document completion in NETStudy 2.0. This is a summary of acceptable forms of identification to be used for DHS background studies.

### **Primary Identification Document**

When a background study subject has a valid\* picture identification listed below use this document for identity verification:

- State Issued Driver's License – the issuing authority must be a U.S. state or territory;
- State-Issued Identification Card – the issuing authority must be a U.S. state or territory;
- U.S. Passport or U.S. Passport Card.

**\*Valid documentation:** Only unexpired, original documentation is acceptable, except when a background study subject presents an acceptable receipt for a primary or secondary identification document. There are three types of acceptable receipts:

1. A receipt showing that the subject has applied to replace the primary or secondary identification document;
2. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and photograph of the individual;
3. The departure portion of Form I-94/I-94A with a refugee admission stamp.

### **Secondary Identification Document**

If a background study subject does not have a valid picture identification listed above, the following valid\* documentation of a secondary identification may be used for identity verification:

- School ID card that includes a photograph.
- Voter's registration card.
- U.S. military card or draft record.
- Military dependent's ID card.
- U.S. Coast Guard Merchant Mariners Document (MMD) Card.
- Native American tribal document.
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551).
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV).
- Foreign passport with special documents issued by the Commonwealth of Northern Mariana Islands (CNMI).
- Employment Authorization Document (Card) that contains a photograph (Form I-766).



## Minnesota Department of **Human Services**

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- Driver's license issued by a Canadian government authority or a consular identification card issued by the Government of Mexico or other proof of identification issued by another government that is substantially similar and that DHS determines is acceptable proof.
- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I94A showing nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.
- ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- Foreign passport with Form I-94 or Form I-94A, Arrival/Departure Report bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status that authorizes such alien to work for a specific employer incident to this status. This document may only be used if the period of endorsement has not yet expired.

### **Exceptions – People Under Age 18**

People under 18 who are unable to present a picture identification document listed in the Primary Identification Document section may present the following acceptable secondary identification documents:

- School record or report card;
- Clinic, doctor, or hospital record;
- Day-care or nursery school record.

**\*Valid documentation:** Only unexpired, original documentation is acceptable, except when a background study subject presents an acceptable receipt for a primary or secondary identification document. There are three types of acceptable receipts:

1. A receipt showing that the subject has applied to replace the primary or secondary identification document;
2. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and photograph of the individual;
3. The departure portion of Form I-94/I-94A with a refugee admission stamp.

### **Legal References**

- Information required to be provided by background study subjects; *See* Minnesota Statutes, section 245C.05, subd. 1.
- Information required to be verified by the entity initiating the background study; *See* Minnesota – the issuing authority must be a U.S. state or territory.
- Statutes, section 245C.05, subd. 2 (a).

## DHS Background Study Process Has Changed to Include Photos and Fingerprints

### Changes to the background study process include using:

- Scanned electronic fingerprint images to match subjects with state criminal records instead of using name and date of birth
- Photographs to verify the identity of the subject when the person's background study results are submitted
- Data from the Minnesota Court Information System (MNCIS) to automatically notify DHS of new state criminal information on a person who was previously studied

### Benefits to background study subjects

The processes and systems that are being developed will:

- Allow most subjects with a cleared background study to be hired immediately
- Background study subjects are not required to provide their social security information but benefit if they do because it will eliminate "repeat" studies in nearly all situations when the study subject provides fingerprints, a photo, and his/her Social Security Number

### Fingerprints and photos required

- People applying for a position with a new entity will provide their fingerprints and have their photo taken at a location around the state. The fingerprint and photo process should take about five-to-ten minutes and is completed by a trained technician. The fingerprint image will be transmitted through a secure system to the Minnesota Bureau of Criminal Apprehension (BCA). While not retained by DHS or the BCA, fingerprints will be retained by the Federal Bureau of Investigation (FBI) but, in cases where an FBI check is required. Criminal history results, if any, will then be electronically transmitted to DHS.
- Over 90% of background studies are expected to be completed within a few hours after the person is fingerprinted and photographed. Photographs will be transmitted through a secure system to DHS and will be available in the NETStudy 2.0 system. Fingerprints and photo images will be purged from the fingerprint and photo service location within an hour of the information being submitted to the state.
- **The fingerprinting and photo service fee is \$9.10.** In most cases, this is a one-time process in a person's career for a DHS background study.

### Fingerprint and photo information for background study subjects

- You may select from over 50 statewide locations to have your fingerprints and photo taken. A list of the fingerprint and photo service locations is available on the 3M Cogent website. The entity that initiated your background study will give you a Fingerprint Authorization Form.
- When you go to the fingerprint and photo service location you **MUST** bring both your Fingerprint Authorization Form **AND** your driver's license, government-issued ID, or other [acceptable form of identification](#). It is very important to be sure that your name and date of birth on the Fingerprint Authorization Form is exactly the same as the information on your identification.
- If the information on the Fingerprint Authorization Form does not match, contact the place that request the background study and have them correct it. If the information on the form does not exactly match your identification, you will be turned away at the fingerprint and photo location.
- You have up to 14 days to be fingerprinted and photographed. Sometimes the place that requested the background study wants you to go sooner. Let the place that requested your background study know if there is a reason that you cannot go to be fingerprinted and photographed in the 14 day period.

### **Payment can be made:**

1. **Online using a credit or debit card at [3M Cogent](#); this site can be accessed using mobile devices**
2. **By phone using a credit card or debit card by calling the 3M Cogent Call Center toll free at 1-844-332-7671 Monday through Friday from 8 a.m. to 5 p.m. CST**
3. **At the fingerprint and photo location by check or money order. Cash is NOT accepted at the fingerprint and photo locations.**

# Process Overview

<p><b>Background Study Initiation</b></p>	<p>Agencies, programs, or entities initiate a background study through NETStudy 2.0. NETStudy 2.0 generates a <u>Fingerprint and Photo Authorization form</u> that is provided to the background study subject by the agency, program, or entity.</p> <p>Background Study Subjects must be sure to verify that their full name and date of birth on the Fingerprint and Photo Authorization form matches their driver's license, government-issued ID, or other acceptable identification. If the full name and date of birth on the Fingerprint and Photo Authorization form does not match the background study subject's driver's license, government-issued ID or other acceptable identification, the background study subject cannot be fingerprinted and must contact the entity that initiated the background study to have the information corrected <i>before</i> going to the Fingerprint and Photo location.</p>
<p><b>Fingerprinting</b></p>	<p>After the background study is initiated through NETStudy 2.0, the background study subject or agency, program, or entity can <u>prepay</u> for the fingerprinting and photo service. Background study subjects may visit the 3M Cogent web portal any time to pay with a credit or debit card using his/her mobile device. In addition, background study subjects can pay with a credit card or debit card by calling the 3M Cogent Call Center toll free at 1-844-332-7671 Monday through Friday from 8:00 AM to 5:00 PM CST.</p> <p>At the fingerprint and photo location, payment by check or money order is accepted. Cash is <i>not</i> accepted at the fingerprint and photo locations.</p> <p>The background study subject can go to any <u>Fingerprint and Photo location</u> during the posted hours of operation.</p> <p>The background study subject must bring the <u>Fingerprint and Photo Authorization form</u> that contains a unique Background Study ID Number <u>required</u> by the Fingerprint and Photo location and their driver's license, government-issued ID, or other acceptable identification.</p> <p>At the Fingerprint and Photo location, the background study subject's identity will be confirmed based on their driver's license, government-issued ID, or other acceptable identification prior to having his or her fingerprints scanned and photo taken.</p>
<p><b>Background Study Results</b></p>	<p>651-431-6620</p>

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## Mobile Electronic Fingerprinting

**8120 Penn Ave S Suite 259  
Bloomington, MN 55431**

Hours	<p>NO Appointments Needed.</p> <p>You may visit the fingerprint site anytime during the hours listed below.</p> <p>Monday 9:00am to 6:00pm</p> <p>Tuesday 9:00am to 5:00pm</p> <p>Wednesday 10:00am to 4:00pm</p> <p>Friday 10:00am to 2:00pm</p> <p>Closed on all major holidays.</p>
Directions	<p><a href="#">Click here for directions.</a></p> <p>From 494, exit at Penn Ave S, go south 2 blocks to South.</p> <p>From 35 W exit 82nd Street, go west 5 blocks.</p> <p>Lots of free parking on both sites of the building. Wally's Roast Beef is on our main floor)</p>
Phone Number	612-598-3534
Additional Information	<ol style="list-style-type: none"> <li>1. A background study must be initiated in the NETStudy 2.0 system by the agency, program, or entity before going to a fingerprint and photo location.</li> <li>2. The background study subject must bring the following items to the fingerprint and photo location: <ul style="list-style-type: none"> <li>• The Fingerprint and Photo Authorization form with the background study subject's background study ID number, and</li> <li>• A driver's license, government-issued ID, or other acceptable identification.</li> </ul> </li> <li>3. The background study subject's identity will be verified using his or her driver's license, government-issued ID, or other acceptable identification prior to having his or her fingerprints scanned and photo taken.</li> </ol>

## Howry Residential Services

**1150 Centre Pointe Curve  
Mendota Heights, MN 55120**

Hours	<p>NO Appointments Needed.</p> <p>You may visit the fingerprint site anytime during the hours listed below.</p> <p>Monday through Thursday 8:00am to 5:00pm &amp; Friday 8:00am to 4:00pm</p> <p><i>Evening and weekend hours as arranged</i></p> <p>Closed weekends and Holidays</p>
Directions	<p><a href="#">Click here for directions.</a></p>
Phone Number	651-917-9111
Additional Information	<ol style="list-style-type: none"> <li>1. A background study must be initiated in the NETStudy 2.0 system by the agency, program, or entity before going to a fingerprint and photo location.</li> <li>2. The background study subject must bring the following items to the fingerprint and photo location: <ul style="list-style-type: none"> <li>• The Fingerprint and Photo Authorization form with the background study subject's background study ID number, and</li> <li>• A driver's license, government-issued ID, or other acceptable identification.</li> </ul> </li> <li>3. The background study subject's identity will be verified using his or her driver's license, government-issued ID, or other acceptable identification prior to having his or her fingerprints scanned and photo taken.</li> </ol>

## Community Involvement Programs

**1600 Broadway Street NE  
Minneapolis, MN 55413**

Hours	<p>NO Appointments Needed.</p> <p>You may visit the fingerprint site anytime during the hours listed below.</p> <p>Monday through Friday 9:00am to 3:00pm</p> <p><i>Please call 612-455-1245 for alternate hours of operation.</i></p> <p>Closed weekends and Holidays</p>
Directions	<p><a href="#">Click here for directions.</a></p> <p>From northbound 35W, exit at Hennepin Avenue. Continue north on Johnson Parkway to Broadway. Turn right onto Broadway, and take a right into the parking lot. Entrance to the building is at the west end of the parking lot. From southbound 35W, exit at Stinson/New Brighton Blvd, continue to New Brighton Blvd and turn left. Turn right at Broadway and then an immediate left into the parking lot. Entrance to the building is at the west end of the parking lot.</p>
Phone Number	612-455-1245
Additional Information	<ol style="list-style-type: none"> <li>1. A background study must be initiated in the NETStudy 2.0 system by the agency, program, or entity before going to a fingerprint and photo location.</li> <li>2. The background study subject must bring the following items to the fingerprint and photo location: <ul style="list-style-type: none"> <li>• The Fingerprint and Photo Authorization form with the background study subject's background study ID number, and</li> <li>• A driver's license, government-issued ID, or other acceptable identification.</li> </ul> </li> <li>3. The background study subject's identity will be verified using his or her driver's license, government-issued ID, or other acceptable identification prior to having his or her fingerprints scanned and photo taken.</li> </ol>

## Home Care Solutions

**3390 Annapolis Lane North Suite A  
Plymouth, MN 55447**

Hours	<p>NO Appointments Needed.</p> <p>Closed for fingerprinting on Thursday, December 24th, Friday, December 25th and Friday, December 31st.</p> <p>You may visit the fingerprint site anytime during the hours listed below.</p> <p>Monday – Friday 9:00am to 4:00pm</p>
Directions	<p><a href="#">Click here for directions.</a></p> <p>Hwy 494 to Hwy 55 West. At first 4-way stop light, Fernbrook Lane, turn right/north. Go 2 blocks to first stop sign, Annapolis Lane North, and turn right/east. Our driveway is the second on the right, hard to see building from the street. We are the first suite in a one-story office complex.</p>
Phone Number	763-231-9000
Additional Information	<ol style="list-style-type: none"> <li>1. A background study must be initiated in the NETStudy 2.0 system by the agency, program, or entity before going to a fingerprint and photo location.</li> <li>2. The background study subject must bring the following items to the fingerprint and photo location: <ul style="list-style-type: none"> <li>• The Fingerprint and Photo Authorization form with the background study subject's background study ID number, and</li> <li>• A driver's license, government-issued ID, or other acceptable identification.</li> </ul> </li> <li>3. The background study subject's identity will be verified using his or her driver's license, government-issued ID, or other acceptable identification prior to having his or her fingerprints scanned and photo taken.</li> </ol>

## The UPS Store #6160

2038 Ford Parkway  
St Paul, MN 55116

Hours	<p>NO Appointments Needed.</p> <p>This site will be closed for fingerprinting from December 14th through December 27th.</p> <p>You may visit the fingerprint site anytime during the hours listed below.</p> <p>Monday 10:00am to 12noon and 2:00pm to 5:00pm</p> <p>Tuesday 10:00am to 12noon and 2:00pm to 5:00pm</p> <p>Wednesday 10:00am to 12noon and 2:00pm to 5:00pm</p> <p>Thursday 10am to 12noon/2pm to 3pm/4pm to 5pm</p> <p>Friday 10:00am to 12noon and 2:00pm to 5:00pm</p> <p>Closed on all major holidays.</p>
Directions	<p><a href="#">Click here for directions.</a></p>
Phone Number	651-698-1685
Additional Information	<ol style="list-style-type: none"><li>1. A background study must be initiated in the NETStudy 2.0 system by the agency, program, or entity before going to a fingerprint and photo location.</li><li>2. The background study subject must bring the following items to the fingerprint and photo location:<ul style="list-style-type: none"><li>• The Fingerprint and Photo Authorization form with the background study subject's background study ID number, and</li><li>• A driver's license, government-issued ID, or other acceptable identification.</li></ul></li><li>3. The background study subject's identity will be verified using his or her driver's license, government-issued ID, or other acceptable identification prior to having his or her fingerprints scanned and photo taken.</li></ol>

## The UPS Store #2158

2355 Fairview Avenue  
Roseville, MN 55113

Hours	<p>NO Appointments Needed.</p> <p>You may visit the fingerprint site anytime during the hours listed below.</p> <p>Monday through Friday 10:00am to 5:00pm (Lunch between 12noon and 1:30pm)</p>
Directions	<p><a href="#">Click here for directions.</a></p>
Phone Number	651-635-0636
Additional Information	<ol style="list-style-type: none"><li>1. A background study must be initiated in the NETStudy 2.0 system by the agency, program, or entity before going to a fingerprint and photo location.</li><li>2. The background study subject must bring the following items to the fingerprint and photo location:<ul style="list-style-type: none"><li>• The Fingerprint and Photo Authorization form with the background study subject's background study ID number, and</li><li>• A driver's license, government-issued ID, or other acceptable identification.</li></ul></li><li>3. The background study subject's identity will be verified using his or her driver's license, government-issued ID, or other acceptable identification prior to having his or her fingerprints scanned and photo taken.</li></ol>

## MDM Rubicon, Inc

582 Hayward Ave N  
Oakdale, MN 55128

Hours	<p>NO Appointments Needed.</p> <p>This location will close at 12 Noon on Christmas Eve and New Year's Eve. Will be closed on Christmas Day and New Year's Day.</p> <p>You may visit the fingerprint site anytime during the hours listed below.</p> <p>Monday - Thursday 9:00am to 4:30pm</p> <p>Friday 12 Noon to 3:00pm</p> <p>Closed weekends and Holidays</p>
Directions	<p><a href="#">Click here for directions.</a></p> <p>From Highway 94 take 694N exit, merge onto 694W. Take County Hwy-10/10th St N. Turn right onto 10th St N. Take 2nd right onto Helmo Ave N. Take 2nd right onto Hayward-Ave N. 582 Hayward Ave N is straight ahead on the right. it is clearly marked.</p>
Phone Number	651-731-8621
Additional Information	<ol style="list-style-type: none"><li>1. A background study must be initiated in the NETStudy 2.0 system by the agency, program, or entity before going to a fingerprint and photo location.</li><li>2. The background study subject must bring the following items to the fingerprint and photo location:<ul style="list-style-type: none"><li>• The Fingerprint and Photo Authorization form with the background study subject's background study ID number, and</li><li>• A driver's license, government-issued ID, or other acceptable identification.</li></ul></li><li>3. The background study subject's identity will be verified using his or her driver's license, government-issued ID, or other acceptable identification prior to having his or her fingerprints scanned and photo taken.</li></ol>

## The UPS Store #5692

2009 W Broadway Ave #400  
Forest Lake, MN 55025

Hours	<p>NO Appointments Needed.</p> <p>You may visit the fingerprint site anytime during the hours listed below.</p> <p>Monday - Friday 8:30am to 6:30pm</p> <p>Saturday 9:30am to 3:30pm</p>
Directions	<p><a href="#">Click here for directions.</a></p> <p>I 35 Exit 131 west on Broadway Ave to Cub Foods Shopping Center between Papa Murphy Pizza and GNC.</p>
Phone Number	651-464-3000
Additional Information	<ol style="list-style-type: none"><li>1. A background study must be initiated in the NETStudy 2.0 system by the agency, program, or entity before going to a fingerprint and photo location.</li><li>2. The background study subject must bring the following items to the fingerprint and photo location:<ul style="list-style-type: none"><li>• The Fingerprint and Photo Authorization form with the background study subject's background study ID number, and</li><li>• A driver's license, government-issued ID, or other acceptable identification.</li></ul></li><li>3. The background study subject's identity will be verified using his or her driver's license, government-issued ID, or other acceptable identification prior to having his or her fingerprints scanned and photo taken.</li></ol>



# Scott County Government Center

200 4th Avenue West  
Shakopee, MN 55379

Hours	<p>NO Appointments Needed.</p> <p>You may visit the fingerprint site anytime during the hours listed below.</p> <p>Monday, Tuesday, Wednesday and Friday 8:00am to 4:30pm</p> <p>Thursday 8:00am to 6:00pm</p> <p>Closed weekends and Holidays</p>
Directions	<p><a href="#">Click here for directions.</a></p> <p>From North: MN State Aid hwy 169 to Canterbury Rd (Co Rd 83). South on Canterbury Rd to Eagle Creek Blvd. West on Eagle Creek Blvd to Marschall Rd (Co Rd 17). North on Marschall Rd for 1 block to 4th Ave. West on 4th Ave for approximately 1.5 miles. Government Center will be on the left. 1st floor Customer Service.</p>
Phone Number	952-496-8771
Additional Information	<ol style="list-style-type: none"><li>1. A background study must be initiated in the NET Study 2.0 system by the agency, program, or entity before going to a fingerprint and photo location.</li><li>2. The background study subject must bring the following items to the fingerprint and photo location:<ul style="list-style-type: none"><li>• The Fingerprint and Photo Authorization form with the background study subject's background study ID number, and</li><li>• A driver's license, government-issued ID, or other acceptable identification.</li></ul></li><li>3. The background study subject's identity will be verified using his or her driver's license, government-issued ID, or other acceptable identification prior to having his or her fingerprints scanned and photo taken.</li></ol>