Provider Guidance on Criminal Background Study Requirements

Background
Background studies are required for people who provide care in certain health and human service programs and for people who work in childcare settings. The Minnesota Department of Human Services (DHS) also completes background studies on others, such as people who are guardians or are planning to adopt a child. State law defines who is required to have a DHS background study and the related processes.

In 2015, DHS implemented the following changes to the criminal background study system:

- Scanned electronic fingerprint images are required to complete State criminal records checks instead of name and date of birth.
- Photographs are required to verify the identity of the subject when his/her background study results are made available to an entity. Background study subjects are photographed at the time they provide their fingerprints.
- Data from the Minnesota Court Information System (MNCIS) is used to automatically notify DHS of new State criminal information on previously studied subjects, eliminating the need to repeat background studies to update the criminal record search.
- NETStudy 2.0 is used to check the State and Federal lists of excluded providers and states' nurse aide registries.
- NETStudy 2.0 is used by study subjects to initiate their own background study request.
- NETStudy 2.0 is used to link professional health and human service licensing information from other states.

Current NETStudy 2.0 Fingerprinting Sites (City/County)

- Alexandria/Douglas
- Appleton/Swift
- Austin/Mower
- Babbitt/St. Louis
- Belle Plaine/Scott
- Bloomington/Hennepin
- Brainerd/Crow Wing
- Browns Valley/Traverse
- Buffalo/Wright
- Clearbrook/Clearwater
- Cokato/Wright
- Cook/St. Louis
- Duluth/St. Louis
- Elbow Lake/Grant
- Ely/St. Louis
- Eveleth/St. Louis
- Floodwood/St. Louis
- Forest Lake/Washington
- Hallock/Kittson
- LaCrescent/Houston
- Little Fork/Koochiching
- Mankato/Blue Earth
- Marshall/Lyon
- Mendota Heights/Dakota
- Moorhead/Clay
- Morris/Stevens
- New Ulm/Brown
- North Mankato/Nicollet
- Northfield/Rice
- Oakdale/Washington
- Olivia/Renville
- Owatonna/Steele
- Perham/Otter Tail
- Pipestone/Pipestone
- Plymouth/Hennepin
- Rochester/Olmsted
- Roseville/Ramsey
- Sartell/Stearns
- Shakopee/Scott
- Silver Bay/Lake
- Spring Grove/Houston
- St. Cloud/Stearns
- St. Peter/Nicollet
- Willmar/Kandiyohi
- Worthington/Nobles
- Zimmerman/Sherburne
Needed Sites (County)
- Becker
- Lake of the Woods
- Itasca
- Pine

For complete criminal background study information, including additional resources and legal references, see the DHS Background Studies web page.