

ST. CLOUD STATE UNIVERSITY
MINNESOTA CHILD PROTECTION
BACKGROUND CHECK ACT
COVER SHEET

- _____ 1. Completed and signed consent form and rights notification sheet.
- _____ 2. Certified check, money order or company check made payable to B.C.A. (no personal checks accepted).
- *a. \$15.00 for Minnesota State Criminal records only
- *b. \$39.00 for Minnesota State Criminal records and FBI Criminal Justice Information Criminal Files (latter is required if applicant has resided in Minnesota for less than five years)
- _____ 3. Stamped, self-addressed envelope to the attention of the person who will be making a recommendation on the request to work with children.
- _____ 4. Completed FBI applicant card with fully rolled set of fingerprints (applies only to applicants on whom a FBI check is being requested). “Reason Fingerprinted” block on FBI card should be filled out to read: Minn. Stat. 299C.62, Subd. 2. Fingerprints may be obtained at Office of University Public Safety.
- _____ 5. Mail all to:

Bureau of Criminal Apprehension
ATTN: CJIS
1246 University Avenue
St. Paul, MN 55104

Processing time takes seven to ten days for State Records Only requests; State and FBI Records requests take six to eight weeks.