

**SCSU PROCEDURE FOR OBTAINING A
MINNESOTA CHILD PROTECTION BACKGROUND CHECK**

1. Fill in the top portion of the consent form, listing your name and phone number for contact.
2. Have the applicant/volunteer fill out, sign and date the rest of the form and the Rights Notification sheet and return them to you.
3. If the applicant/volunteer has resided in Minnesota for less than five years, fill out the SCSU Fingerprint Request Form and give it to him/her. Then have the applicant/volunteer go to University Public Safety (UPS) and ask for his/her fingerprints to be rolled on a FBI card which UPS will provide. UPS will either mail the completed card to you or give it to the applicant/volunteer to return to you.
4. Obtain a check made payable to the B.C.A. from the Business Office. A personal check will not be accepted. The applicant/volunteer is not permitted to bear the cost of the search. The check should be for \$15.00 for Minnesota State Criminal Records check only or, if the applicant/volunteer has resided in Minnesota for less than five years, the check must be for \$39.00 to cover a FBI check as well.
5. Mail the following to Bureau of Criminal Apprehension, ATTN: CJIS, 1246 University Avenue, St. Paul, MN 55104-4197:
 - _____ A. completed and signed consent form
 - _____ B. completed and signed Rights Notification sheet
 - _____ C. University check made payable to B.C.A.

\$15.00 for Minnesota State Criminal Records only
\$39.00 for Minnesota State Criminal Records and FBI Criminal Justice Information
Criminal Files (required only if applicant/volunteer has resided in Minnesota for less than five years)
 - _____ D. stamped, self-addressed envelope sent specifically to your attention
 - _____ E. the completed FBI applicant card with fully rolled set of fingerprints (required by University policy only if applicant/volunteer has resided in Minnesota for less than five years)
6. Processing time takes seven to ten days for a Minnesota State Criminal records only request; combined State and FBI Records requests take six to eight weeks.
7. After the request has been mailed, the President may make an offer of employment, or accept volunteer status, contingent upon the satisfactory results of the records check.

(Minn. Stat. §299C.60, et seq.)

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