



Minnesota Consumer Directed Community Supports (CDCS)

Background Study Information

To avoid delays in processing the background study form, please be sure to read all instructions and submit all required documentation.

1. Read the *Background Study Notice of Privacy Practices* found in your employee packet.
2. Read all instructions below.
3. Complete the *Background Study Information Form* legibly. The information provided must match the identity document you will use to be fingerprinted and photographed.
 - a. A complete list of allowable identity documents can be found at:
https://mn.gov/dhs/assets/acceptable-forms-id_tcm1053-336020.pdf
 - b. Below is a list of common documents that may be used. These must be unexpired.*
 - i. State Issued Driver's License – issuing authority must be a US state or territory
 - ii. State Issued ID Card – issuing authority must be a US state or territory
 - iii. US Passport or US Passport Card
4. If you have lived outside of Minnesota in the past 5 years, you must provide the city, state and time period.
5. Submit to Acumen the completed form and a readable copy of the identity document that will be presented when fingerprinted and photographed. See contact information below.
6. Acumen will submit your Background Study application on your behalf. Once submitted, you will receive a *Fingerprint and Photo Authorization Form* from Acumen. The form will be sent to you by email if an email address is provided, or by mail if email is not provided.
 - a. Review the form for accuracy. The information must be identical to the information on your identity document.
 - b. Please note the Expire date. Fingerprints and photos must be completed by this date.
7. Take the *Fingerprint and Photo Authorization Form* and the identity document to an authorized location. Locations can be found at: www.cogentid.com, then choose 'Minnesota'. Under *Useful Information* on the left menu choose *Fingerprint and Photo Locations and Hours*.
 - a. You should not be charged a fee for this process.
 - b. The fingerprint technician will need to see either a paper copy of the Authorization form or an electronic copy from your mobile device.
8. Once you have submitted your fingerprints and photo through an authorized location, your employer will be notified of the results. This can take up to 5 days after fingerprinting.
9. Do NOT begin working until you or your employer have been notified from Acumen that you are Good to Go.

*Only unexpired, original documentation is acceptable, except when an acceptable receipt for a primary or secondary identification document is presented. See https://mn.gov/dhs/assets/acceptable-forms-id_tcm1053-336020.pdf for further details.



Background Study Information Form

Name of Employee (please print) _____
As shown on identity document **First Name** **Middle Name** **Last Name**

Physical Address _____

Mailing Address (if different) _____

Email Address _____

Gender _____ **Hair Color** _____ **Eye Color** _____

Social Security Number* _____

*Social Security Number is only required if employee wants the background study to transfer to other employers.

Height _____ **Weight** _____ **Place of Birth** _____
State

Date of Birth _____ **Race** _____

Prior Names/Aliases _____
Maiden/Married/Nickname

If lived you have lived outside of Minnesota in last 5 years, please complete the below. Use additional sheets if needed.

City _____ **State** _____ **From** _____ **To** _____
Month/Year Month/Year

City _____ **State** _____ **From** _____ **To** _____
Month/Year Month/Year

City _____ **State** _____ **From** _____ **To** _____
Month/Year Month/Year

City _____ **State** _____ **From** _____ **To** _____
Month/Year Month/Year

Name of Participant (please print) _____

By signing below, I agree that I have been provided and have read *the Background Study Notice of Privacy Practices*. I understand and agree that Acumen will submit a Background Study application on my behalf. The results of the Background Study will be shared with my potential employer.

Employee Signature

Date