

**MINNESOTA DEPARTMENT OF HUMAN SERVICES
LICENSING DIVISION, BACKGROUND STUDIES UNIT**

INSTRUCTIONS FOR COMPLETING BACKGROUND STUDY FORM

Please check the information on the forms thoroughly before submitting them. Make sure that they are filled out completely and accurately. The validity of the background study is greatly affected by incomplete, inaccurate or illegible information. When this occurs, it is often necessary to return the forms to be completed or corrected. This substantially increases the amount of time it takes to complete the study.

Note:

- The facility number is printed on the background study form. You may not duplicate the form.
- The enclosed “Background Study Privacy Notice” is on a separate sheet of paper, and not on the form itself. It may be duplicated. Please ensure that the background study subject reads the privacy notice before the background study form is completed.
- Use a **black ballpoint pen** and print clearly and legibly.

Please follow these instructions when completing the background study form:

1. Print the information in the appropriate boxes under each heading **and** fill in the circle for each corresponding letter or number.
2. Do not leave spaces where there normally are not spaces (example: incorrect: JOHNDOE; correct: JOHN DOE).
3. Do not omit spaces where there normally are spaces (example: incorrect: 125076thAve; correct: 1250 76th Ave.)
4. Make sure the individual’s address is complete (include apartment numbers).
5. Include any other names by which the individual has been known (examples: maiden name, names by previous marriages, nicknames, etc.)
6. Make sure the gender is marked.
7. Write the date of birth in mm-dd-yyyy format. (example: May 5, 1971 should be 05-05-1971)
8. Only complete MN Drivers License / MN State ID if applicable. If neither, leave blank. There is no need to enter another state’s license # or ID #.
9. Do not staple or punch holes in the forms.
10. **Do not fold forms**. Mail them in a large envelope.

The background study forms will be returned to you if:

1. The forms are completed in anything other than a black ballpoint pen.
2. The forms are photocopied, folded, staples, or hole-punched.
3. The individual’s name, address, or birth date is incomplete.
4. The gender has not been marked.
5. The information on the form is illegible.

If you have questions, contact Barb Seiler, Affirmative Action Officer, Owens 214B, 477-2229