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**If you identify information that is outdated, please notify us at [CHC@cns.gov](mailto:CHC@cns.gov).**

### *Minnesota is an open records state.*

Some form of criminal history information is open to the public in “open records” states. In “closed records” states, access to criminal history information is not generally available to the public, but is available to authorized entities (e.g. law enforcement agencies).

## Contact Information

Department of Public Safety, Bureau of Criminal Apprehension  
<https://dps.mn.gov/divisions/bca/pages/background-checks.aspx>  
Phone number: 651-793-2400

## State Checks

General Information on State Checks:

- While two options for types of state checks are listed below, name-based and fingerprint-based, only one type of state check is required. CNCS does not recommend one of these checks over the other. Either the name-based state check or the fingerprint-based state check is acceptable.
- Please note that to be in compliance with CNCS requirements, recipients may have to conduct checks in up to two states: the state of service/work check on individuals in covered positions, as well as a state of residence check (i.e. if the state of residence is different from the state of service/work at the time of application).

### Name-Based State Checks

**Available from:** Department of Public Safety; the search is of the Minnesota Computerized Criminal History System (see important information in the Additional Information section about approval from CNCS to use this check).

**What is released:** Offense, date of offense, court of conviction, date of conviction, sentence, level of conviction, and probation agency or place of confinement. The public information does not include arrest history.

**Cost:** \$8.00 for charitable nonprofit organizations; \$15.00 for all other organizations

**How long does it take to obtain results?** 24-72 hours

**Additional Information:** The Computerized Criminal History System contains records that are available to the public for a period of 15 years. Grantees that wish to use this method for a state check must request approval from CNCS through an Alternative Search Procedure (ASP) request process, and the approval for using the search will be limited to volunteers and employees under a certain age. More information about the ASP request process, including what to include as part of a request and how to submit one, can be found here: <https://www.nationalservice.gov/ASPExemptionsGuidance>.

## Fingerprint-Based State Checks

**Available from:** Department of Public Safety

**What is released:** Offense, date of offense, court of conviction, date of conviction, sentence, level of conviction, and probation agency or place of confinement. The public information does not include arrest history.

**Cost:** \$8.00 for charitable nonprofit organizations; \$15.00 for all other organizations; \$10 per fingerprint card

**How long does it take to obtain results?** 24-72 hours

**Available to:** Individuals

**Additional notes:** Serve America Act

The Minnesota Bureau of Criminal Apprehension has guidelines for CNCS grantees requesting checks under the Serve America Act. Visit this link for more information, particularly the Serve America Act Information Sheet:

<https://dps.mn.gov/divisions/bca/pages/background-checks.aspx>.

Look for the Serve America Act section under “What kinds of background checks are available?”

Checks performed under the Serve America Act require the completion of a [Consent Form](#). Organizations can request FBI checks along with the statewide check by marking the appropriate box on the form.

If your program is in a state other than Minnesota, and the applicant was a Minnesota resident at the time of their application, please use the Serve America Act Consent Form when requesting the state criminal history background check.

## Approved Alternative Repositories

*State repositories are institutions that house and maintain the arrest and disposition (or outcome) information for cases handled in that state. Each state has a central repository, and CNCS has designated one in each state that grantees must use. In some cases, generally when a different institution is able to provide information that is equivalent to what is provided by the state repository, CNCS may designate them as an Approved Alternative Repository.*

None at this time.

## FBI Checks

**FBI Check Guidance:** [www.nationalservice.gov/FBIGuidance](http://www.nationalservice.gov/FBIGuidance)

**State Repository Provides FBI Checks:** Yes, CNCS grantees are authorized to request FBI checks through the state repository by the Serve America Act; cost \$15.75 for volunteers; \$17.00 for employees

**Available to:** Individuals and organizations

**CNCS FBI Channeler:** Organizations that cannot successfully use the state repository for FBI checks may use CNCS’s FBI-approved Channeler, Fieldprint, for FBI checks.

**Cost:** The cost for one FBI check through Fieldprint is \$27.50.

**How long does it take to receive results?** The majority of checks conducted electronically take no more than two business days from the date the fingerprints are captured. If an applicant does not live near a Fieldprint livescan location and fingerprints must be taken manually and mailed, it will take longer to receive the results. See the Fieldprint Guide and FAQ (linked below) for more information.

**View these links for more information:**

- Fieldprint Guide and FAQs: <https://www.nationalservice.gov/FBIGuidance> (see document, “Using Fieldprint as an FBI Channeler – A Guide for CNCS Recipients”)
- Fieldprint website: <http://www.fieldprintcncs.com/>

## NSOPW (National Sex Offender Public Website) Check

[nsopw.gov](http://nsopw.gov)

A required component of the NSCHC is a nationwide check of NSOPW.gov before an individual begins work or service in a covered position. Please note that a compliant nationwide NSOPW check must include reports from all states, territories, and tribes. If any state, territory, or tribe is unavailable at the time the NSOPW check is conducted, you must either run a nationwide NSOPW check again through NSOPW.gov and ensure that all entities are reporting, or run a separate check for each entity that is not reporting through the state sex offender registry website.

*Please note that a check of a single state’s sex offender registry alone is not sufficient to meet the requirements of the nationwide NSOPW check requirement. The information provided in the State Sex Offender Registry Information section is for reference purposes only in the event that a single state sex offender registry check is necessary to supplement an incomplete nationwide NSOPW check.*

### State Sex Offender Registry Information

Minnesota Sex Offender Registry: <https://dps.mn.gov/divisions/bca/bca-divisions/investigations/Pages/predatory-offender-registrations.aspx>

## Individuals Requesting Criminal History Records (versus Organizations)

This process will take 2 weeks and the form must be notarized. Fingerprints are required for FBI Checks. The cost is \$28 (\$8 state plus \$20 FBI).

1. Go to the [Minnesota Department of Public Safety website](#).
2. The applicant must fill out and sign a Serve America Act Consent Form.
3. Request the background check via U.S. Mail. Include a self-addressed, stamped envelope.
4. Enclose a personal check, money order, cashier’s check, certified or business check for the appropriate fee to the Bureau of Criminal Apprehension (BCA).
5. Send the documents to: Minnesota Bureau of Criminal Apprehension, Minnesota Justice Information Services-CHA, 1430 Maryland Ave. E., St. Paul, MN 55106
6. You will receive the results within two weeks of the submission date.
7. Bring sealed results to program to ensure chain of custody.