

You received this form because you applied for a position that requires a Minnesota Department of Human Services (DHS) background study. Follow the instructions below to submit your background study request to the provider. The provider will review and *may* submit your background study request to DHS. Provider means a facility, program, or agency initiating background study requests under Minnesota Statutes, chapter 245C.

[Redacted]	
[Redacted]	[Redacted]

<https://netstudy2.dhs.state.mn.us/Applicant>

If you have not created an account


before:

- a. Click "Register as a new user."
- b. Enter your account information. Click "Register."
- c. Check your email for the temporary password.

Your username is your email address. A temporary password was sent to the email account you used to register. When you login, you will be prompted to change your password and choose a security question.

- a. Click "Create Application" on the home screen
- b. Enter 9DDN4N in the provider number field. Click Search. If the correct provider is displayed, click "Continue Application." If an incorrect provider is displayed, contact the provider that gave you this form.
- c. Enter your demographic information. Click "Next" after you have completed the required fields on each screen.
- d. On the Payment Information screen click "Pay Now." After clicking "Complete Payment" a new tab with the DHS Electronic Payment System will open. Click "Pay without Registering" and complete the payment process.
- e. After you have completed payment, return to NETStudy 2.0 and click "Continue." After reviewing the registry screen, click "Finish." Clicking "Finish" will submit your application to the provider.
- f. Be careful to enter the information correctly. You will not be able to change it unless you contact the provider.

If you are required to be fingerprinted, you will receive an



Because the Department of Human Services (DHS) is asking you to provide private information, you have privacy rights under the Minnesota Government Data Practices Act. This law protects your privacy, but also allows DHS to give information about you to others when the law requires it. This notice describes how your private information may be used and disclosed, and how you may access your information.

You will be disqualified if you refuse to provide information to complete an accurate background study. You will not be able to work in a position that requires a DHS background study.

DHS will only share information about you as needed and as allowed or required by law. The identifying information you provide will be shared with the Minnesota Bureau of Criminal Apprehension (BCA) and in some cases the Federal Bureau of Investigation (FBI). If there is reasonable cause to believe that other agencies may have information related to a

What if my disqualification is set aside?

If you request reconsideration of your disqualification and your disqualification is set aside, the entity that requested the background study will be informed of the reason(s) for your disqualification unless the law states otherwise. DHS will provide information about the decision to set aside your disqualification if the entity requests it.

Unless prohibited by law, your name and the reason(s) for your disqualification will become public data if your set aside is for:

- § a child care center or a family child care provider licensed under chapter 245A; or,
- § an offense identified in section 245C.15, subdivision 2.

For future background studies submitted by entities that provide the same type of services as the services you were set aside for, the set aside will apply unless:

- § you were disqualified for an offense in section 245C.15, subdivision 1 or 2; or,
- § DHS receives additional information indicating that you pose a risk of harm; or,
- § your set aside was limited to a specific person receiving services.

In addition, those entities will be informed of the reason(s) for your disqualification unless prohibited by law.

