

## **MN Department of Human Services (DHS) Background Studies**

The MN Dept of Health Services (DHS) NETStudy 2.0 background study requires all persons who provide services to children and vulnerable adults to be fingerprinted and photographed.

Students will be required to provide WITC a copy of an [Acceptable Form of ID for DHS Background Studies](#), the completed MN DHS [Data Worksheet](#), and \$20.

WITC staff will verify the information provided, and enter it into the MN DHS website, which will generate the Background Study Fingerprint & Photo Authorization document that is sent to the student. Students **MUST** present the authorization document and same form of ID to be [fingerprinted & photographed](#). Students will be required to pay the \$9.10 fee at the [fingerprint & photo location](#).

Within 14 calendar days of receiving the Background Study Fingerprint & Photo Authorization document, students must be fingerprinted & photographed. If not completed within 14 calendar days, the above process & fee payment will need to be repeated.

**[BACKGROUND STUDY NOTICE OF PRIVACY PRACTICES](#)**