The Netstudy 2.0 Background Study Process for New Applicants

Step 1: The *Data Collection* form:
- A Data Collection form must be ***filled out by each individual*** requiring a study.
- Enter the full Name and DOB on the form ***exactly as it is shown on the ID*** that will be used at the Fingerprinting Station.
- All communication from the DHS and our agency will be ***sent via email*** so it is important that ***each account has a separate email address*** listed and that account is checked frequently for the documents that are date sensitive.

Step 2: The *Notice of Privacy Practices* Form: Review this form completely.

Step 3: **ID verification** of *each* Background Study subjects.
- **Adults** - Send us a ***clear, colored copy of a Photo ID.***
  - ✓ A State Photo Driver's License
  - ✓ State-issued Photo ID
  - ✓ US Passport can be used

- **Minors,** under the age of 18 - ***MUST HAVE FULL FIRST & LAST NAME AND DOB ON ID!***
  - ✓ Send us a ***clear, colored copy of an ID***
  - ✓ A State Photo Driver's License
  - ✓ State-issued Photo ID
  - ✓ School ID card
  - ✓ School record or report card
  - ✓ Clinic record

Step 4: Return these two forms to our agency: ***Data Collection Forms, and a copy of an ID***

Email: jhoese@carvercountymn.gov   *Or send to:* Carver County Child Care Licensing
                                                    Health and Human Services Bldg.
                                                    602 East 4th Street
                                                    Chaska, MN 55318

Step 5: The *Applicant Initiated Instruction* document:
- This document will be generated and be sent to the provider's e-mail address within 1-2 weeks.
- This form will describe how to ***create an account in Netstudy 2.0 and enter data***.
- Each individual background study subject must ***create a separate account***!
- There are Instructions on how to pay the ***$44 Background Study Fee*** for each subject *(for Minors - $20)*.
- Please contact us when you have completed the instructions on the form above.

Step 6: *Fingerprinting:*
- After the subject enters their data into the Netstudy 2.0 System ***we will review & submit it.***
- *The study subject will receive an email from IDEMIA/IdentoGo to Schedule a fingerprint appointment.* This email will come from nobody@uemail.identogo.com with a subject line that reads: IdentoGo Service Confirmation – MN DHS Background Study. *This will include an individual specific tracking number called a Universal Enrollment Identification (UE ID).*
- *Subject will then complete IDEMIA's pre-enrollment process online (this will replace the previous Fingerprint Authorization.)*
- *Schedule an appointment through IDEMIA/IdentoGO.*
- What to take along to the ***Fingerprinting Station***:
  - ✓ ***Photo ID*** used for Data Collection form *(Name and DOB must match exactly what was on the form)*

NOTE: Accounts set up for a minor will automatically be *Name and Date of Birth* based, not Fingerprint based.

However, if the minor meets any of the following requirements and they are required to be fingerprinted an e-mail will be sent and a *fingerprinting Fee of $10.50* must be paid.

- *They are employed by the childcare provider or supervise children served by the program;(must mark employed in the system.*
- *They currently live outside of Minnesota.*
- *They have lived outside of Minnesota at any time in the last five years;*
- *They have a Minnesota criminal record; or*
- *Information is received that the person may have a criminal record in another state.*

FINGERPRINTING FEE: There is a *Fingerprinting Fee of $10.50 *** Cash is NOT accepted ****

The following payment types are accepted:

- Debit and credit cards
- Personal, business, and cashier's checks
- Money orders
- Authorization code from entities/providers.

EXPIRATION DATE: The subject must be fingerprinted and photographed at the Fingerprinting Station by the date listed in the e-mail from IDEMIA/IdentoGo.

> *NOTE: If the fingerprinting process is __NOT completed by the expiration date__ the application will be removed from the system and the subject will have to start the process from the beginning, including paying all fees again.*

__Step 7__: The subject will be notified via email of the Background Study results.