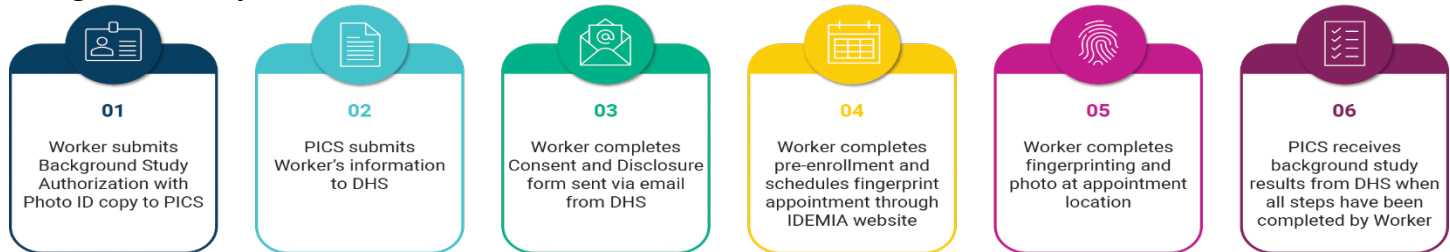


## Background Study Authorization

**Please Note:**

- Background study results must be complete and in accordance with Minnesota Statute 245c.14 before providing direct support.
- Processed through MN Department of Human Services and fingerprinting is required.

### Background Study Instructions



### Worker Information (submit form with copy of photo ID)

FIRST NAME	MIDDLE NAME (FULL)	LAST NAME (LEGAL)		
DATE OF BIRTH	GENDER	DRIVER'S LICENSE/STATE ID #		
STREET ADDRESS	CITY	STATE	ZIP CODE	COUNTY
PHONE NUMBER		EMAIL (Required)		
RACE		PLACE OF BIRTH (U.S. STATE OR COUNTRY if outside the U.S.)		
SOCIAL SECURITY NUMBER		PRIOR NAMES AND ALIASES USED		

**Required if you have lived in another U.S. state that is outside of Minnesota in the last 5 years.**

U.S. CITY	U.S. STATE	YEAR – YEAR AT ADDRESS
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**Required if photo ID doesn't include eye color, hair color, height, and weight.**

EYE COLOR	HAIR COLOR	HEIGHT	WEIGHT
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I authorize PICS to conduct a background study for the purpose of evaluating my potential employment with PICS. I verify that all the above information is correct to the best of my knowledge.

\_\_\_\_\_  
Worker Signature

\_\_\_\_\_  
Date

## Acceptable Forms of Identification For DHS Background Studies

Entities that initiate background studies are required by law to verify the background study subject's identity in NETStudy 2.0. This is a summary of acceptable forms of identification to be used for DHS background studies.

### Primary Identification Document

When a background study subject has a valid\* picture identification listed below use this document for identity verification:

- State-Issued Driver's License – the issuing authority must be a US state or territory
- State-Issued Identification Card – the issuing authority must be a US state or territory
- US Passport or US Passport Card

**\*Valid Documentation:** Only unexpired, original documentation is acceptable, except when a background study subject presents an acceptable receipt for a primary or secondary identification document. There are three types of acceptable receipts:

- A receipt showing that the subject has applied to replace the primary or secondary identification document;
- The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and photograph of the individual;
- The departure portion of Form I-94/I-94A with a refugee admission stamp.

### Secondary Identification Document

If a background study subject does not have a valid picture identification listed above, the following secondary identification documents (consistent with federal employment requirements and the I9 form) may be used for identity verification:

- School ID card that includes a photograph
- Voter's registration card
- US military card or draft record
- Military dependent's ID card
- US Coast Guard Merchant Mariners Document (MMD) Card
- Native American tribal document
- Driver's License issued by a Canadian government authority
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport containing temporary I-551 stamp/printed notation on a machine-readable immigrant visa (MRIV)
- Employment Authorization Document (Card) that contains a photograph (Form I-766)
- Foreign passport with Form I-94/I-94A, Arrival/Departure Report bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status that authorizes such alien to work for a specific employer incident to this status. This document may only be used if the period of endorsement has not yet expired.
- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94/I-94A showing nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.
- Foreign passport with special documents issued by the Commonwealth of Northern Mariana Islands (CNMI)
- Foreign passport that contains a temporary I-551 stamp/printed notation on a machine-readable immigrant visa (MRIV)

### Exceptions – People Under Age 18

People under 18 who are unable to present a picture identification document listed in the Primary Identification Document section may present the following acceptable secondary identification documents:

- School report or report card
- Clinic, doctor, or hospital record
- Day-care, or nursery school record

### Legal References

- Information required to be provided by background study subjects; See Minnesota Statutes, section 245C.05, subd. 1.
- Information required to be verified by the entity initiating the background study; See Minnesota – the issuing authority must be a US state or territory; See Minnesota Statutes, section 245C.05, subd. 2 (a).