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 three forms to our agency: *Data Collection Forms, and a copy of an ID*

Email: kwillaert@co.carver.mn.us  
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 each subject via email* 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 *$40 Background Study Fee* for each subject (*for Minors - $20*).
- This document may be viewed in your account.
- Please contact us when you have completed the instructions on the form above.

**Step 6:** *Fingerprint & Photo Authorization* form:
- After the subject enters their data into the NETStudy 2.0 System we will *review it*.
- An Authorization form will be generated and *will be sent to the subject via email*.
- This form will explain *the next steps* in the process:
  - *Fingerprint Station* locations
  - How to pay the *$9.10 Fingerprinting Fee*.
- This document may also be viewed in your account.
- What to take along to the *Fingerprinting Station*:
  - *Fingerprint & Photo Authorization* form that was sent to you via email
  - *Photo ID* used for Data Collection form  (*Name and DOB must match exactly what was on the form*)
  - *Payment receipts* from the Fingerprinting Fee if pre-paid
**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 a **Fingerprint & Photo Authorization** will be generated and a **fingerprinting Fee of $9.10** must be paid.

- They supervise children, or
- They are employed by the child care provider, or
- They live outside of Minnesota, or
- They have lived outside of Minnesota at any time in the last five years, or
- They have a Minnesota criminal record, or
- There is reasonable cause to believe that they may have a criminal record in another state.

**FINGERPRINTING FEE:** There are three options to pay the **Fingerprinting Fee of $9.10**

- ✔️ Online using a credit or debit card at the 3M Cogent website [https://www.aps.gemalto.com/mn/indexMN.htm](https://www.aps.gemalto.com/mn/indexMN.htm)
- ✔️ By phone using a credit card or debit card by calling the 3M Cogent Call Center toll free at 1-844-332-7671 Monday through Friday from 8:00AM to 5:00PM CST.
- ✔️ At the Fingerprint and Photo location by check or money order. Cash and credit and debit cards are **NOT** accepted at the Fingerprint and Photo locations.

**EXPIRATION DATE:** The subject must be fingerprinted and photographed at the Fingerprinting Station by the date listed on the **Fingerprint & Photo Authorization** form.

**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.