

# Notice of Rights and Authorization to Conduct Criminal Background Check

## Residential Building Manager (Kari Koskinen Act)

For purposes of this notice and authorization, "manager" means an individual who is hired or is applying to be hired and who has or would have the means, within the scope of the individual's duties, to enter dwelling units.

### PART 1 NOTICE OF RIGHTS

#### ***PLEASE READ THIS ADVISORY BEFORE PROVIDING THE INFORMATION REQUESTED ON THIS FORM***

1. You are being asked to provide private information about you, as classified by Minnesota Statutes Chapter 13, the Minnesota Government Data Practices Act. This information is required in order to perform a background check on you in relation to your application for employment/reassignment as a manager.
2. The background check will be conducted pursuant to Minnesota Statutes §§ 299C.67 to 299C.71 and will cover offenses listed at Minnesota Statutes §299C.67, Subdivision 2. A national criminal record search and fingerprints will be required if you have resided in Minnesota for less than ten (10) years.
3. This information will be used to assist in performing the background check and in the decision-making process regarding your application for employment/reassignment as a manager.
4. You are not legally required to provide the information and you may refuse to provide some or all of the information requested. However, we will not be able to effectively perform a background check on you if you do not provide sufficient information, and we will not be able to process your application or consider you for employment/reassignment as a manager.
5. With some exceptions, unless you consent to further release of private information, access to this background check information will be limited to individuals within the Minnesota State Colleges and Universities system, the state Bureau of Criminal Apprehension (BCA) and other state or federal law enforcement agencies (such as the FBI) whose jobs reasonably require access to this information to process your background check. However, state and federal law authorize release of private information without your consent:
  - to the Commissioner of the Minnesota Management & Budget Department (Minnesota Statutes Chapter 43A);
  - to labor organizations to the extent necessary to implement state law governing labor relations (Minnesota Statutes §13.43);
  - to state and federal revenue authorities for tax purposes;
  - to child support enforcement authorities in this or another state (Minnesota Statutes §256.978);
  - if required by court order, or authorized by other state or federal law;
  - to others if necessary to resolve a complaint or challenge to the results of the background check or in an administrative or court hearing.



**Failure to disclose or giving false information may result in rejection of application or dismissal from employment.**

1. Have you ever resided or worked outside of the state of Minnesota? **YES NO**  
**If yes, list the state(s) in which you have resided or worked including dates:**

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2. Have you ever been convicted of or plead guilty to a criminal offense before any federal, state, or municipal court, or are there any charges pending (excluding minor traffic violations)? **YES NO**

**If yes, please provide information for each offense: 1) charge convicted of; 2) date of conviction; 3) court and location; 4) action taken (attach additional sheets if necessary):**

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**PART 3**  
**Consent and Authorization for Release of Data**

1. I have read Part I of this form. I authorize the College/University or its authorized assignee(s) to conduct a criminal background check. This information will be used to determine my suitability for employment or volunteering with the College/University. I understand that continued employment or volunteer opportunity is contingent upon receiving satisfactory results from this background check.
2. I certify that all the information I have provided on this form is true and complete to the best of my knowledge. I understand that providing false information or omitting requested information could result in rejection of my application or dismissal from employment if my application is accepted and later determined to be fraudulent and/or to contain omissions of requested information. I understand that submitting this information does not guarantee my acceptance into a College/University position.
3. My consent will expire one year from the date of my signature or when the background check has been completed, whichever occurs first.
4. I consent to this background check and to the release of the results of the check to the College/University.

Applicant signature	Date
If applicant is under the age of 18 years:	
Parent/Guardian's Signature	Date

**PART 4**  
**Criminal Background Search Request to the BCA**

**To be completed by Human Resources Office**

Name and address of College/University
Contact Person
Telephone number

1. A background check is requested pursuant to Minnesota Statutes §299C.62, et seq.

Minnesota only. A certified check from the institution made payable to the BCA for \$15.00 is enclosed.

National. (Applicant has lived in Minnesota less than 10 years.) An additional \$24.00 is enclosed along with the rolled set of fingerprints (certified check total \$39).

2. The College/University contact for processing this request is:

Name of person who will be making the campus hiring decision	Telephone number

3. A stamped, self-addressed envelope made out to the person who will be making the campus hiring decision is enclosed.

**Processing Instructions**

Forward all four pages of this completed form, the certified check for either \$15 or \$39, and the self-addressed stamped envelope, to the BCA at the following address:

Minnesota Department of Public Safety  
Bureau of Criminal Apprehension  
MNJIS Section  
1430 Maryland Avenue East  
St. Paul, MN 55106

**NOTE:** The institution is required to pay for the background check. A federal check will take between six and eight weeks to process.