

Minnesota Bureau of Criminal Apprehension Instructions (MN BCA)

(Schools Only)

Following are the instructions for the Minnesota BCA Background check forms that are part of your hiring process along with the S2Verify background check. Keep the following in mind:

- Every paid school employee including academic and athletic coaches paid** or volunteer, must complete the two forms; staple the two forms together for each person.
 - MN BCA Background Check Consent Form
 - INFORMED CONSENT RELEASE OF PREDATORY OFFENDER REGISTRATION (POR) DATA *(this form cannot be sent in separately)*
- These two forms must be included in your hiring process.
- The BCA only needs to be run one time.
- The BCA checks costs \$8.00 each and are the responsibility of each school. This cost includes the POR.
- You can set up an account with the Minnesota BCA so you do not have to send a check each time you send a new employee/volunteer (academic/athletic) form. You can also use a credit card. *(See sample letter for requesting an account be setup.)*
- Send the completed forms to the BCA (with payment):
MN BCA, MNJIS - CHA Unit
1430 Maryland Ave. E.
St. Paul, MN 55106
- **INCLUDE WITH THE COMPLETED FORMS** a postage paid return envelope *(I would put the same postage on this envelope as you put on the original)*. Addressed to the person at your school that should receive them when the BCA returns them. I would mark this envelope **CONFIDENTIAL**.

S2Verify Background check still needs to be run on every employee and volunteer. Re-run every 5 years, a new consent form must be signed.

Contact information for the MN BCA: 651-793-2400

** The MN BCA background check ONLY needs to be run on volunteers if they are academic or athletic coaches.

RECORD DATE RUN BY THE BCA ON VIRTUS WEBSITE: Just like the S2Verify results, the date the background check was run needs to be recorded on the VIRTUS website.