

SAMPLE LETTER

MN BCA, MNJIS – CHA Unit
1430 Maryland Ave. E.
St. Paul MN 55106

Re: Criminal Background Check Pre-paid Account (MN Statute 123b.03)

Dear Sirs,

We are requesting to set up a Pre-paid account with the Minnesota Bureau of Criminal Apprehension in order to run criminal background records pursuant to MN Statute 123b.03.

Please find enclosed the following:

1. Check # _____ in the amount of \$ _____ to establish the pre-paid account.
2. The Non-profit verification form 501 (c)(3) for _____

Our account information should read: _____

Thank you for your assistance in creating this account.

Sincerely,