

**Kari Koskinen Manager Background Check Act  
299C.68.2**

Owner complete:

Owner or Company:     (Name)  
                              (Street Address)  
                              (City, State and ZIP)  
                              (Contact Name)  
                              (Telephone Number)

**We are requesting a federal check on this individual as well.**

(Owner please check this box if requesting a federal check and attach fingerprint card.)

Manager applicant complete:

A search of the Minnesota State Criminal Records Repository and/or the Federal Bureau of Investigation's Criminal Justice Information Criminal Files will be performed on you pursuant to Minnesota Statutes 299C.67 to 299C.71. By signing this form you are allowing the above company/individual to access any criminal data maintained in these files, and understand that your fingerprints may be used to check the criminal history records of the FBI.

I authorize this check to be done.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The expiration of this authorization shall be one year from the date of my signature.

**Last Name of Applicant** (please print): \_\_\_\_\_

**First Name** (please print): \_\_\_\_\_

**Middle (full)** (please print): \_\_\_\_\_

**Maiden, Alias or Former** (please print): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

(Month/Day/Year)

**Sex (M or F):** \_\_\_\_\_

**Social Security Number** (optional): \_\_\_\_\_

I understand that I have the following rights:

- 1) the right to be informed that the owner will request a background check on the manager to determine whether the manager has been convicted of a crime specified in section 299C.67, subdivision 2,
- 2) the right to be informed by the owner of the superintendents response to the background check and to obtain from the owner a copy of the background check report,
- 3) the right to obtain from the superintendent any record that forms the basis for the report,
- 4) the right to challenge the accuracy and completeness of information contained in the report or record (procedures are set forth in Minnesota Statutes §13.04 and Title 28 CFR Section 16.34),
- 5) the right to be informed by the owner if the manager's application to be employed by the owner or to continue as an employee has been denied because of the result of the background check