

Minnesota Board of Medical Practice Procedure for Challenging Criminal History Record Information

Upon receipt by the Board of Medical Practice (Board) of criminal history record information (CHRI) for an applicant or licensee, the subject of the CHRI is notified of the presence of a record that may impact their licensure or access to a Board process and asked to provide source documents for the information contained in the CHRI.

If the subject of the CHRI does not believe the record is correct, the subject has 30 days to notify the Board that s/he is challenging the report. The subject may obtain a corrected record through the process established by the Bureau of Criminal Apprehension (BCA) and/or the Federal Bureau of Investigation (FBI):

https://mn.gov/boards/assets/2018%20FBI%20challenge%20brochure_tcm21-346692.pdf

The subject of the CHRI has 60 days from the date of Board notification of the challenge to correct the data.

The Board will notify the Criminal Background Check (CBC) Program that a second CBC is required when the subject notifies the Board that the CHRI has been corrected. The CBC Program will notify the subject that another set of fingerprints must be submitted within 90 days. The Board will waive the cost for the second CBC reflecting the corrected record.

If the CHRI continues to reflect inaccuracies after the subject has completed the BCA and/ or FBI challenge process, or if the subject has been denied licensure or access to a Board process based on incorrect or inconsistent CHRI, the subject may submit an appeal, in writing, to the Board. The written appeal must be accompanied by all available documentation related to the incorrect or inconsistent record (court records, sentencing order, etc.). The appeal will be scheduled for review by the Licensure Committee of the Board. The Licensure Committee may request that the subject appear in person to discuss the appeal. The Licensure Committee will communicate its decision to the subject in writing.