

June 13, 2018

## IMPORTANT NOTICE

Minnesota Statute § 214.074 requires that all new applicants for licensure must complete a fingerprint-based CBC. The Minnesota Health Licensing Boards have cooperatively established the CBC Program to help applicants efficiently complete this mandatory CBC. Fingerprints are crosschecked with databases of the Bureau of Criminal Apprehension and Federal Bureau of Investigation.

Upon receipt of an application for licensure, the required application fee **and the \$32 CBC fee**, the CBC Program will send the applicant an instructional packet for completing the criminal background check. Applicants are responsible for having fingerprints taken promptly and for completing all required CBC paperwork to assure timely application processing. Fingerprints taken previously cannot be used for gaining licensure. The fingerprinting process can be completed without an additional fee at the CBC Program office. Please contact the CBC office to make an appointment **after** receipt of the CBC information packet.

Please see the CBC website at <https://mn.gov/boards/cbc/> for more details.