

Background Study Log for Family Child Care

Background studies must be submitted for:

- License holders
- Household members 13+ years old by the time they move in and/or turn 13 years
- All employees (2nd adult caregivers, substitutes, helpers) prior to working in a program
- Other individuals if there is reasonable cause
- Controlling individuals in Special Family Child Care programs

Fingerprinting must be completed for:

- All individuals 18+ years old
- All helpers (13 – 17 years old) prior to helping in a program
-OR- if reasonable cause -OR- if have lived outside of MN in the last five years.

Fingerprint based studies completed for individuals 18+ years old are current for five years.

Background studies must be repeated by the time the previous study expires. Contact your Regional Licensing Specialist to initiate studies.

Individual to be Studied		Employment Timeline		Background Study Information				
Last Name	First Name	Start Date	End Date	Date Online Account Submitted	Date of Clearance	Disqualified Yes or No	Determination Expiration Date	Date Fingerprinted