

BACKGROUND HISTORY

PRELIMINARY APPLICATION

Use this form to request a determination as to whether your criminal record or conviction would make you ineligible to receive a professional license issued by the Minnesota Board of Private Detective and Protective Agent Services, pursuant to Minn. Stat. §214.035

PLEASE COMPLETE ELECTRONICALLY OR PRINT LEGIBLY

YOUR INFORMATION

Full Legal Name: _____

Date of Birth (Month/Day/Year): _____

Residence Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

CERTIFICATION: I certify that all of the information above is true and complete, and that this document has not been changed in any manner from the form adopted by the Minnesota Board of Private Detective and Protective Agent Services.

Signature: _____ Date: _____

SUBMIT THIS FORM AND ATTACHED DOCUMENTATION VIA EMAIL TO THE BOARD.

To submit documentation or if you have questions about the submission process, please email us at mn.pdb@state.mn.us

Instructions on following pages

REQUIRED DOCUMENTATION

Attach the indicated items to this form before you submit it to the Board.

ITEM	WHAT SHOULD BE SUBMITTED	WHAT SHOULD <u>NOT</u> BE SUBMITTED
<p>For each of the following:</p> <p>Criminal Conviction (felony gross misdemeanor, misdemeanor, or military offense)</p>	<ul style="list-style-type: none">• A written statement explaining the circumstances of each incident; AND• A copy of the charging document; AND• A copy of the official document that demonstrates the resolution or any final judgement – often called a Sentencing Order	<ul style="list-style-type: none">• A Register of Actions (unless it contains an official court stamp confirming that it is the only document available)• A case summary printout



Tennessee Warning

Notice of Collection of Private/Confidential Data

Minnesota Board of Private Detective and Protective Agent Services (Board) approves or disapproves certain applications for licensure. This notice explains why we are requesting the private data about you, how we will use it, who will see it, and your obligation to provide the data.

Why are we asking you for this data and how will we use it?

Minn. Stat. § 214.035 permits an individual to submit a preliminary application for a determination by the Board as to whether a criminal record or conviction would make the individual ineligible to receive a professional license in the industry regulated by the Board.

The requested data helps us to determine eligibility for licensure. The data is also used to comply with federal and state law and rules. We may ask for data about you, including your birth date, to ensure we are reviewing the correct person and information.

Do you have to provide the requested data?

You are not required to provide all of the data. However, if you do not provide the requested data, we will be unable to make a determination on your eligibility to receive a professional license.

What will happen if you do not provide the requested data?

If you do not provide this data, the determination of eligibility may be delayed or denied.

Who else may see this data about you?

We may give this data about you to the Legislative Auditor; BCA; the Board; and any law enforcement agency or other agency with the legal authority to have the data; and anyone authorized by a court order. In addition, the parents of a minor may see data on the minor unless there is a law, court order, or other legally binding instrument that blocks the parent from that data.

Per Minnesota law this data may become public data upon receiving a professional license.

How else may this data be used?

We can use or release this data only as stated in this notice unless you give us your written permission to release the data for another purpose or to release it to another individual or entity. The data may also be used for another purpose if Congress or the Minnesota Legislature passes a law allowing or requiring us to release the data or to use it for another purpose.