

# NETStudy 2.0 Background Studies

## General Information for STS Providers

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**MN Statutes 174.30** *Operating Standards for SPECIAL TRANSPORTATION SERVICES*, Subdivision 10 states that STS providers must initiate background studies

### What is NETStudy 2.0?

It is a web-based system used to submit background checks. Providers log into secure accounts via the internet.

### What agency administers NETStudy 2.0?

The Department of Human Services, not MnDOT.

### Who is required to have a background study?

State law requires background studies for individuals working in certain settings. For those providing special transportation services, a background study is required for:

- Each person with a direct or indirect ownership interest of five percent or higher in the transportation service provider;
- Each controlling individual as defined under section [245A.02](#);
- Managerial officials as defined in section [245A.02](#);
- Each driver employed by the transportation service provider;
- Each individual employed by the transportation service provider to assist a passenger during transport; and
- All employees of the transportation service agency who provide administrative support, including those who:
  - may have face-to-face contact with or access to passengers, their personal property, or their private data;
  - perform any scheduling or dispatching tasks; or
  - perform any billing activities.

### How is a background study started?

It is usually started by the provider with whom the background study subjects are affiliated. Providers should review the [NETStudy Quick Start Guide](#) and the [NETStudy 2.0 Training Videos](#) for additional information. (Website addresses for the NETStudy Guide and Training videos are provided in the *How to Get a Study* section.)

## When does a background study request have to be submitted?

A background study request must be submitted by the provider before a person begins providing services. You will need your STS/MnDOT number to initiate the background study with DHS.

## How often does an individual need a background study?

Most people only need one study, with some exceptions. A new background study must be done when a person is on the providers separated roster for more than 180 days.

## Are fingerprints and photographs required?

Yes and you must go to an approved location.

- The cost is \$9.10, in addition to a \$20 background study fee.
- For fingerprint and photo locations:  
<https://www.aps.gemalto.com/mn/Maps/MNFingerprintLocations.htm>

## What records are checked?

- Criminal history information maintained by the MN Bureau of Criminal Apprehension (BCA);
- Minnesota Predatory Offender Registry;
- Records of substantiated maltreatment of vulnerable adults and minors from investigations completed by county and state agencies; and
- FBI records are checked when the offender status is not-determined or blank and also when an individual currently resides or has resided outside of Minnesota in the last five years.

## What causes a person to be disqualified?

An individual can be disqualified based on information from Minnesota or any other state that includes:

- A conviction, admission to any of the crimes listed in Minnesota Statutes, section 245C.15 or a similar crime in another state.
- A preponderance of evidence that the subject committed an act that met the definition of any of the offenses listed 245C.15
- A finding of substantiated maltreatment of a minor or vulnerable adult that is determined to be serious and/or recurring as defined in Minnesota Statutes, section 245C.02.
- Examples of crimes in MN Statute, sec. 245C.15 include:
  - Murder
  - Manslaughter
  - Felony domestic assault
  - Great bodily harm caused by distribution of drugs
  - Criminal sexual conduct

**Note: This is not a complete list. It is intended as a reference to provide examples of disqualifying offenses.**

## Study Results

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### **How does DHS know if a person is convicted of, or pleads guilty to, a new crime after the person has a completed background study?**

DHS receives daily automatic notifications from the Minnesota Court Information System containing updated court records which are checked against background studies in the NETStudy 2.0 system. Child abuse and neglect determination and adult maltreatment determinations are also continuously monitored in NETStudy 2.0 system.

### **How long will background study results take?**

Most results (85%) are provided within 24-48 hours after DHS receives a response from the BCA. This can take about one week after the person is fingerprinted.

The Department of Human Services (DHS) will mail the study results to the study subject; and the provider who initiated the study will receive notification as to whether or not the study subject is eligible or disqualified.

### **What is a notice of status?**

Within three days of DHS receiving the BCA response DHS provides a [notice of the status](#) of the study.

### **IMPORTANT NOTICE FOR STS PROVIDERS:**

Per MN Statute 174.30, only clearance notice allows providers to permit an individual required to have a background study to provide services. This is a specific restriction for STS industry.

**NOTE: Transportation service providers shall not permit any individual required to have a background study to provide any service or function listed in 174.30, subd. 10, until the provider has received notification from DHS that the study subject:**

- Is not disqualified, or
- Is disqualified but has received a “set aside”, (an exemption) from the commissioner in writing

## How to Get a Study

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State law requires Special Transportation Service providers to submit background study requests to the Department of Human Services (DHS).

**Phone:** 651-431-6620

**Fax:** (651) 431-7670

**Link to Quick Start Guide:**

[http://mn.gov/dhs/assets/quickstart\\_guide\\_tcm1053-165815.pdf](http://mn.gov/dhs/assets/quickstart_guide_tcm1053-165815.pdf)

**Link to Training Videos:**

[http://mn.gov/dhs/assets/netstudy2.0\\_training\\_videos\\_tcm1053-166196.pdf](http://mn.gov/dhs/assets/netstudy2.0_training_videos_tcm1053-166196.pdf)

**For information on fingerprint and photo locations:**

<https://www.aps.gemalto.com/mn/Maps/MNFingerprintLocations.htm>

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For more information visit [mndot.gov/cvo/sts](http://mndot.gov/cvo/sts)

Or call 651-215-6330

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**MnDOT Contact Information:**

Minnesota Department of Transportation  
Office of Freight and Commercial Vehicle Operations  
395 John Ireland Blvd., Rm 153 (Mail Stop 420)  
St. Paul, MN 55155  
Phone: 651-215-6330  
Fax: 651-366-3718

This information is intended to provide you with general guidance concerning the applicable laws and rules and does not constitute legal advice.

To request this document in an alternative format, please call Janet Miller at 651-366-4720 or 1-800-657-3774 (Greater Minnesota). You may also send an email to [Janet.Rae.Miller@state.mn.us](mailto:Janet.Rae.Miller@state.mn.us)