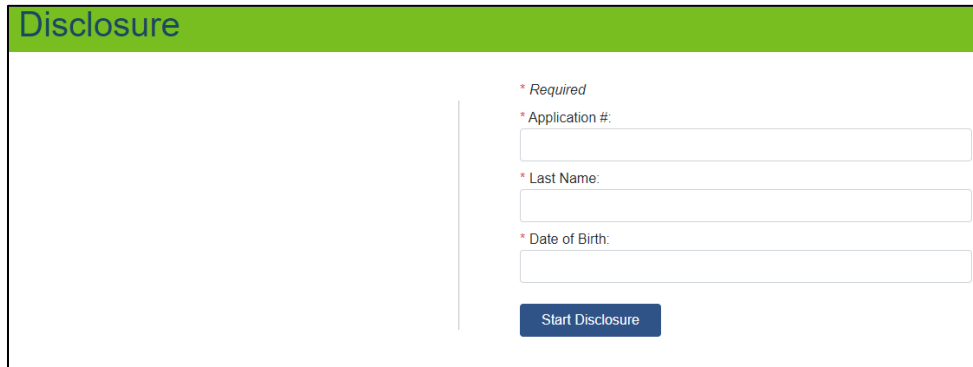
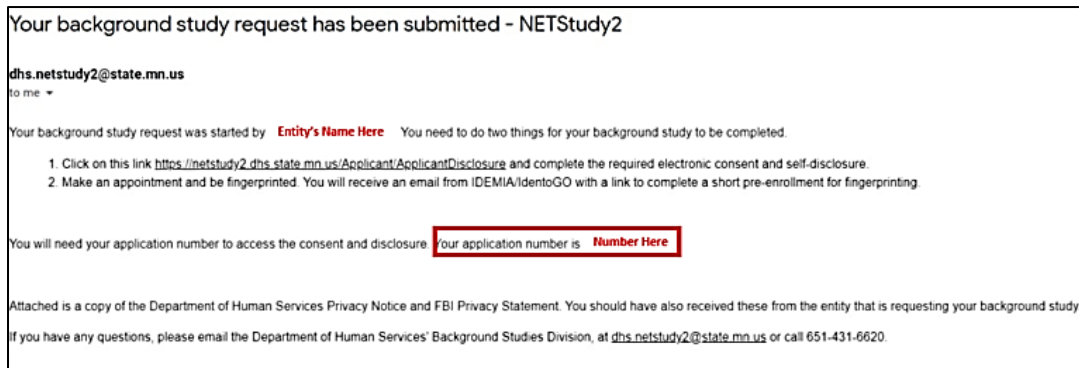


Completing Consent and Disclosure

To connect the study subject to the correct background study, they will be required to enter the **Study Application Number**, which is included in the email they received, along with their Last Name and Date of Birth.

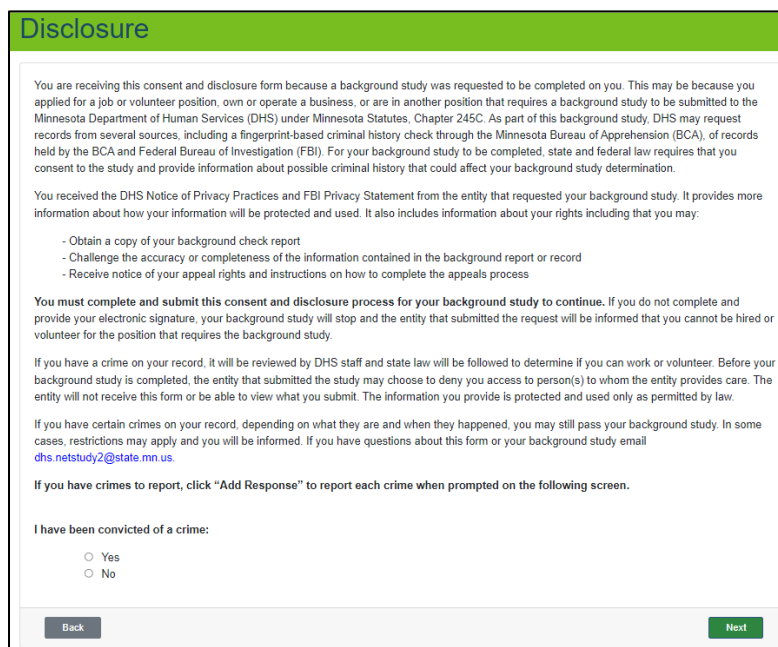


Below is an example of the email the study subject receives, it will be sent from dhs.netstudy2@state.mn.us.



Study Subject Consent and Disclosure

On the first screen, the study subject should read and review the information, and at the bottom they should select either **Yes** or **No**.



If the study subject selects **No**, they will continue on to the next section, **Authorization Statement**. If the study subject has any criminal convictions to report, they should select **Yes**. Once they have selected **Yes**, and the **Next** button at the bottom of this screen, an **Add Response** button will appear below.

If you have crimes to report, click "Add Response" to report each crime when prompted on the following screen.

I have been convicted of a crime:

Yes
 No

Responses

Index	Description Of Crime:	State Where Crime Occured:	City/Jurisdiction:	Action
				Add Response

Back **Next**

When they select **Add Response**, a box will appear as shown in the graphic below. Each criminal conviction should be entered in one at a time. In the **Description of Crime** field, they should enter a brief summary of what they were convicted of, such as Robbery, Theft, or Fraud. Enter the State where they were convicted of that offense, and then enter the Jurisdiction that the conviction was under. When they have entered the information for that particular offense, they should select the **Save** button.

Description of crime:

State where crime occurred:

City/Jurisdiction:

Cancel **Save**

If they have additional criminal convictions to disclose, they can keep selecting **Add Response** until they have entered them all.

Responses

Index	Description Of Crime:	State Where Crime Occured:	City/Jurisdiction:	Action
1	Identify Theft - 609.527	Minnesota	Olmstead County District Court	Edit Delete
2	Domestic Assault - 609.2243	Minnesota	Rochester Police Department	Edit Delete
3	Theft - 943.20	Wisconsin	Eau Claire County Circuit Court	Edit Delete

Add Response

Once the study subject has entered and saved all of their criminal convictions, they will select the **Next** button, located at the bottom right.

Back **Next**

Criminal convictions reported will be reviewed by DHS staff as require by state law. Not all criminal convictions may result in the study subject being disqualified. If a criminal conviction does result in disqualification, the study subject will be informed of their appeal rights. After the study subject has entered all of their criminal convictions, or if a study subject has no criminal convictions to report, they will be directed to the **Authorization Statement**.

Disclosure

Authorization Statement
Do you consent to the DHS background study?

Yes
 No

If the study subject selects **No**, the warning shown below in red letters will appear on the screen. By selecting **No** as their choice, they are indicating that they do not consent to the Background Study. If they select the **Next** button with **No** as their answer, the Background Study will be terminated.

Disclosure

Authorization Statement
Do you consent to the DHS background study?

Yes
 No

This answer will terminate the disclosure and close this application.

If the study subject selects **Yes** and the **Next** button, they will be directed to the Electronic Signature screen.

Disclosure

Attestation and Signature:
By providing your electronic signature below you are agreeing that you:

- Consent to a fingerprint-based background study that will include a criminal record check in Minnesota and possibly a federal criminal record check
- Understand that the criminal history information will be used by DHS for the purpose of a background study
- Read and understand the information in this consent
- Provided complete, true and accurate information

Type your first name and last name to sign electronically. Your name must match your legal identification document. When you click submit, your consent and disclosure is submitted to DHS.

The study subject will electronically sign here by typing their first and last name into the text box. The name they type must exactly match their name as it is shown on their legal identification document. For example, if the subject usually goes by Bill, but their legal identification document shows their legal name to be William, they must type William.

Once they have typed their first and last name, they should select the **Submit** button on the bottom right.

After selecting **Submit**, the study subject will be routed to the **Application Summary** screen to submit their consent. This is the final step in the Consent and Disclosure process.

Time Limit to Complete Consent/Disclosure and Fingerprints

When the study subject receives the email with the enclosed link to complete the Consent and Disclosure and schedule fingerprints, they have only **fourteen (14) calendar days from the date that they receive that email** to complete and submit the Consent and Disclosure and to complete their fingerprints. If the fingerprints are completed and not the Consent and Disclosure within 14 days, the study subject's background check will be removed from the system and **NO REFUND** will be given for the cost of the fingerprints.