

# Background Studies Requirement

All controlling persons and managerial officials must complete a background study under Minnesota Statutes, section 144.057.

## Instructions

1. Mail your initial application for licensing or registration to Minnesota Department of Health (MDH) (address listed below). Enclose the fee payment, made payable to **Minnesota Department of Health**.
2. MDH will assign a Health Facility Identification (HFID) number and contact the Minnesota Department of Human Services (DHS) Background Studies with your contact information and HFID number.
3. A representative from DHS Background Studies will send onboarding instructions via email to the person listed as the administrator on the application. When steps of the onboarding process are completed, the person designated as the Sensitive Information Person (SIP) will receive access to NETStudy 2.0.
4. You will submit the background studies for all controlling persons and managerial officials as defined in the Minnesota Statutes.
5. MDH will verify background study clearances in NETStudy 2.0 for all controlling persons and managerial officials as defined in the Minnesota Statutes.
6. MDH will issue the license or registration when the application is complete, and all controlling persons and managerial officials are cleared from their background study.

Please verify that the email address to the administrator (responsible party) is included on the application. Failure to include the email address will delay the processing of the application.

## Resources

- [Minnesota Department of Human Services Background studies \(https://mn.gov/dhs/general-public/background-studies/\)](https://mn.gov/dhs/general-public/background-studies/)
- [Minnesota Statutes, section 144.057 \(https://www.revisor.mn.gov/statutes/cite/144.057\)](https://www.revisor.mn.gov/statutes/cite/144.057)

Minnesota Department of Health  
Health Regulation Division  
Federal Licensing, Certification and Registration section  
P.O. Box 64900  
St. Paul, MN 55164-0900  
651-201-4200  
[Health.HRD-FedLCR@state.mn.us](mailto:Health.HRD-FedLCR@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

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*To obtain this information in a different format, call: 651-201-4200.*