

1. Entity provides DHS Privacy Notice to study subject

2. Entity submits background study

The fingerprint authorization form is no longer used or available.

3. Study subject completes fingerprint pre-enrollment

The study subject receives an email from IDEMIA/IdentoGO to schedule a fingerprint appointment.

From: nobody@uemail.identogo.com

Subject: IdentoGO Service Confirmation – MN
DHS Background Study

4. Study subject completes:

- Fingerprinting and Photograph
- Consent and Disclosure

The study subject has 14 days to be fingerprinted and to complete the consent and disclosure.

The study subject receives an email from DHS to complete the consent and disclosure. *

From: dhs.netstudy2@state.mn.us

Subject: ACTION REQUIRED- Your background study request has been submitted - NETStudy2

*For study subjects who use the applicant portal, the Consent and Disclosure is completed at the time they initiate their background study. They will not receive an email for this process.

5. DHS receives information and provides response to entity and study subject

Please bring the following information with you to your fingerprinting appointment and return receipt to Heartland Homes office:

Idemia Payment Code: **J61S*1GF655111BSY**