



Anoka County

FINANCE & CENTRAL SERVICES DIVISION

Respectful, Innovative, Fiscally Responsible

CRIMINAL BACKGROUND CHECK INSTRUCTIONS

Anoka County requires that all selected vendors and their employees pass a criminal background check prior to working at any County facilities unsupervised. The Department will inform Facilities Management & Construction of the vendor awarded. The vendor must email Anoka County Facilities at RS-FMC-BadgeAccess@co.anoka.mn.us to request next steps for badge access requirements. Vendor contact will be required to submit a list of all employees working on the project (including sub-contractors and their employees). At the County's sole discretion, one of the following background checks will be required of the selected vendor, employees, and subcontractors:

General Background Check

1. Upon receipt of the vendor employee list, Anoka County Facilities Management will determine the vendor employees background check status. The names of anyone not background checked will be sent to the vendor contact with a copy of the County's Informed Consent form which requires the following information:
 - a. Vendor employee's full first and last name, aliases, maiden names, date of birth, and state of residency.
 - b. Acknowledgment by vendor signature on the Informed Consent form that the Tennessee Warning was provided to the vendor employee.
2. Vendor to send completed forms to RS-FMC-BadgeAccess@co.anoka.mn.us for the background checks to be processed.

*If employees or subcontractors change at any time, the vendor must inform Anoka County, complete a new Informed Consent form, and background check will be required.

BCA Vendor Screening

1. Upon receipt of the vendor employee list, Anoka County Facilities Management will determine the vendor employees background check status. The names of anyone not background checked will be sent to the vendor contact who will email the BCA Vendor Screening Unit at BCACJISSATScreening@state.mn.us to begin the process of becoming part of the BCA Vendor Screening program.
2. The selected vendor will work directly with the BCA and complete the following:
 - a. Vendor Screening Form and Contract
 - b. Employee Screening: (Fee to BCA)
 - Background packet
 - Fingerprint card
 - c. Criminal Justice Information Systems Security Awareness Training and Certification
3. The selected vendor will forward the BCA clearance emails and CJIS certificates to RS-FMC-BadgeAccess@co.anoka.mn.us.

**Other requirements may apply for specific clearance.*

All vendors, employees, and subcontractor employees must be cleared prior to starting work. Anoka County reserves the right to approve/deny any selected vendor's employees and subcontractor employees to perform on-site work, in the county's sole discretion.

Related questions: RS-FMC-BadgeAccess@co.anoka.mn.us 763-324-1900

Please review the Tennessee Warning located:

<https://www.anokacounty.us/DocumentCenter/View/28201/Tennessee-Warning>