



Minnesota Department of Public Safety  
Driver and Vehicle Services  
DVS.DealerQuestion@state.mn.us  
651-201-7800  
dps.mn.gov/dealers

## Dealer background check consent

Submit completed form, with payment and fingerprint card, in person or by mail to:

Bureau of Criminal Apprehension (BCA)  
1430 Maryland Ave. E.  
St. Paul, MN 55106

If you mail this form directly to Driver and Vehicle Services (DVS), it will be returned to you.

## Background and fingerprint checks

- Background checks cost \$32. Check or money order must be made out to BCA.
- [Search dps.mn.gov for fingerprinting services](https://dps.mn.gov/dealers). There may be a service fee.

## Applicant information

Full legal name \_\_\_\_\_

Maiden, alias or former names \_\_\_\_\_ Date of birth \_\_\_\_\_

Dealer number (if known) \_\_\_\_\_

## Informed consent authorizing release of information

I authorize the BCA to disclose criminal history record information pursuant to Minnesota Statute 168.27, subdivision 11(e) to DVS. Information will be sent to: Driver and Vehicle Services, Attn: Dealer Licensing Unit, 445 Minnesota St., Suite 186, St. Paul, MN 55101.

You may challenge the accuracy or completeness of information contained in the records by using the procedures set forth in Minnesota Statute 13.04 or Title 28 Code of Federal Regulations, section 16.34.

This authorization will be valid for a period of one year.

## Certification

- I understand it is my responsibility to request the background check as part of my application and my application is incomplete until my background check has been received by DVS.
- I acknowledge my application for a dealer license and this consent for a background check will be retained by DVS. All information provided will be public data, except for date of birth.

- I agree to provide additional records or documentation DVS needs to verify information on this form.
- I acknowledge giving false or misleading information may lead to denial, suspension or revocation of my dealer license and may subject me to civil or criminal penalties under Minnesota law.

## Tennessen notice

Driver and Vehicle Services (DVS) collects this information for identification and recordkeeping purposes and to perform a criminal history records check as required by Minnesota Statute 168.27. You are not legally required to complete this form, but DVS cannot issue a motor vehicle dealer license without it.

Data collected, created and maintained by DVS to perform this background check is considered private data and may only be disclosed as authorized by the Minnesota Government Data Practices Act (Minnesota Statute Chapter 13). The information provided may also be shared upon court order or provided to the state or legislative auditor.

## Signature

I declare under penalty of perjury that everything in this document is true and correct.

Printed name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_