# STATE OF MINNESOTA
# MINNESOTA DEPARTMENT OF PUBLIC SAFETY

## SCHOOL BUS CRIMINAL RECORDS CHECK AUTHORIZATION

Before issuing a school bus endorsement, the Commissioner of Public Safety is required to conduct a criminal records check of the applicant (Minnesota Statutes, § 171.321, Subd. 3). The criminal records check will be conducted by the Minnesota Bureau of Criminal Apprehension (BCA).

**If you have resided in Minnesota for less than five years, the check will also include a national criminal records check conducted by the FBI. The criminal records check by the FBI will take additional time, which could delay the application process. You must contact the Department of Public Safety to obtain the procedures to begin the FBI national criminal records check and the current price for the check. There is no additional fee associated with the BCA check; however, there is an additional fee to conduct the FBI check.**

The Department of Public Safety will notify you in writing of the results of the criminal records check(s). The Department will use the criminal background criteria set forth in Minnesota Statues, §171.3215, when issuing or denying an application for a school bus driver's endorsement. The results of the criminal records check will not be released to anyone but the Department of Public Safety and you. The failure to cooperate with the department in conducting the criminal records check is reasonable cause to deny your application.

If you have any questions please call (651) 297-5029, or TDD (651) 282-6555 or write to:
Department of Public Safety, Commercial Driver License Unit, 445 Minnesota St., Suite 180, St. Paul, MN 55101-5180.

**Please email this form to: dvs.sb.pre-app@state.mn.us**
**Or, fax to: (651) 282-2110 or mail to the above address**

*"I, the applicant, authorize the Department of Public Safety to conduct a check of my criminal history as required by Minnesota Statutes, §171.321, Subd. 3."*

**APPLICANT**

Applicant's Full Name (please print or type)

Applicant's Maiden Name, Previous Name(s) Used

Applicant's Street Address

Applicant's City, State, Zip code

Applicant's Driver's License Number

Applicant's Date of Birth

Applicant's Signature

**PROSPECTIVE EMPLOYER**

Glencoe/Silver Lake Bus Service
Name of Prospective Employer

1203 12th Street East
Prospective Employer's Street Address

Glencoe, MN 55336
Prospective Employer's City, State, Zip code

Christina Teubert
Contact Person of Prospective Employer

(320) 864-3032
Contact Person's Phone Number

Authorized Signature of Prospective Employer