

**REQUESTING COURT**

COUNTY

COURT FILE NUMBER

**PROPOSED CONSERVATEE / WARD**

FIRST NAME

MIDDLE NAME

LAST NAME

**PROPOSED CONSERVATOR / GUARDIAN**

FIRST NAME

MIDDLE NAME

LAST NAME

LIST ANY OTHER NAMES BY WHICH THIS INDIVIDUAL HAS BEEN KNOWN

ADDRESS

CITY

STATE

ZIP CODE

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DATE OF BIRTH

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SOCIAL SECURITY NUMBER (OPTIONAL)

ASIAN

BLACK

INDIAN

WHITE

UNKNOWN / OTHER

DRIVERS LICENSE NUMBER (OPTIONAL)

STATE

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TELEPHONE NUMBER

M  F   
GENDER (OPT)

RACE (OPTIONAL)

I have resided outside of Minnesota in the last 5 years.  Yes  No

If yes, this form must be accompanied by a set of classifiable fingerprints. See instructions.

I give consent to the Minnesota Department of Human Services to conduct a background study on me as provided in Minn. Stat. Sec. 524.5-118, and to release the results of the study to the court.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I hereby certify that this is an *in forma pauperis* proceeding (person only), and qualifies for exemption from fee payment pursuant to Minn. Stat. Sec. 524.5-118, subd. 1 (f) (1). Court Administrator

By \_\_\_\_\_  
Deputy Court Administrator

**GUARDIAN AND CONSERVATOR BACKGROUND STUDY**  
**CONSENT/INFORMATION FORM**

**BACKGROUND STUDY REQUIREMENT:**

Minnesota Statutes, section 524.5-118, requires a background study on you for the purpose of assisting the court in determining whether your appointment or continued appointment as a guardian or conservator is in the best interests of the ward or protected person. The background study will include a review of criminal conviction records held by the Minnesota Bureau of Criminal Apprehension (BCA) or Minnesota Department of Human Services (DHS) and records of substantiated maltreatment of vulnerable adults or minors held by DHS. There will also be a search of the Federal Bureau of Investigation's (FBI) national criminal records repository if you have not resided in Minnesota for the previous five years or if the BCA information indicates that you are a multistate offender or that your multistate offender status is undetermined.

**NOTIFICATION OF RIGHTS:** You have the following rights:

- The right to be informed that the court will request a background study on you for the purpose of determining whether your appointment or continued appointment is in the best interests of the ward or protected person;
- The right to be informed of the results of the study and to obtain from the court a copy of the results; and
- The right to challenge the accuracy and completeness of information provided to the court by DHS or BCA by filing a challenge with the appropriate agency under Minnesota Statutes, section 13.04, subdivision 4. Please note that some challenges may be precluded by Minnesota Statutes, section 256.045, subdivision 3.

**FEES AND PAYMENT:**

- The basic fee for each study is \$20.
- The fee for each fingerprint card is \$30 in addition to the basic fee.
- There is no fee for cases proceeding *in forma pauperis* for guardians of the person as provided in Minnesota Statutes, section 524.5-118. For conservators of the estate, the fee is paid by the estate.
- Make check payable to: Licensing Div., Guardian Background Study.

**INSTRUCTIONS:**

- Type or legibly print the information on the reverse side of this form.
- If the proposed guardian or conservator has resided outside of Minnesota in the last 5 years, this form must be accompanied by a set of classifiable fingerprints on a card provided by DHS and available at the county court administrator's office.
- The proposed guardian or conservator must sign and date the reverse side of this form.
- Mail form with the appropriate fee(s) or court verification that the case is proceeding *in forma pauperis* to:

Department of Human Services  
Licensing Div., Guardian Background Studies  
444 Lafayette Road  
St. Paul, MN 55155-3842

**WHERE FORMS AND FINGERPRINT CARDS CAN BE OBTAINED:**

- County Court Administrator's Office
- DHS Licensing Division, 651-296-3971

August 1, 2003