

Fingerprint & Photo Process

To find fingerprint & photo processing locations, click on the link below.

https://www.cogentid.com/mn/index_MN.htm

Click on:

“Fingerprint and Photo Locations & Hours”

Click on:

Your location area.

Call your chosen location to verify hours of operation.

Be sure to bring your “Authorization Form” (dose not need to be printed, you may show them a copy on your phone) & your Drivers License, Government issued ID, or other acceptable identification.

Payment

PHCS Pays for the background study.

There is a \$9.10 fee, which is your responsibility, for the fingerprinting & photo charges.

You can pay online by credit or debit card, you will need the BGS Study ID # which is on the “Authorization form”. This type of payment must be made in advance to the fingerprinting & photo taking.

OR

Most locations will accept check or money orders, please verify with your intended location.

We will usually see a determination within 3 business days after the fingerprinting & photo process are completed.

We will contact you as soon as we receive the determination.