



Municipal Building Commission

350 South 5th Street, Room 105
Minneapolis, MN 55415
612-596-9512
612-596-9561 (fax)

TO: MBC Employees and Contractors

RE: Required Background Checks

DATE: October 2023

Background checks are required for all employees and contractors that will be working in secure MBC, City of Minneapolis, or Hennepin County spaces.

The level of required background check will be determined by the MBC. Each background check process is completed separately.

- **For the Minneapolis Police Department Background Check** -- Please email Cheri Petersen of the MPD background unit at cheri.petersen@minneapolismn.gov to set up an appointment to start the background check. Fingerprints are taken for all levels and results take 4-8 weeks.
 - **Tracker Level** – Vendors and contractors with limited access needs (escorts could be required when accessing regulated areas).
 - **Mid-Level** – Vendors and contractors who work in restricted and highly regulated areas.
 - **Advanced** – High level access needs only. Special MBC approval required.
- **For the Hennepin County Background Check** – The MBC will forward you a list of documents that need to be completed. After completion, please return the completed forms to Donald.kimball@municipalbuilding.org to begin the process. Results take 4-8 weeks.
 - **Basic** – Fingerprints not required. Standard for all contractors and requires an escort when accessing limited access space such as the Adult Detention Center.
 - **Advanced** – Fingerprints are required. A higher-level check for anyone required to be in limited access spaces as a part of their job duties.
- **For the MBC Background Check** – The MBC will request an email be sent to individual requiring background check. Background company *Checkr* will send candidate an invitation to complete background check. Results take 2-4 days. If required to undergo a Hennepin County or MPD background check, those results overrule the MBC Background check.

When several contractors from same company are required to complete background checks, a point person must be identified to distribute and collect signed forms. This point of contact with work with MBC security lead officer donald.kimball@municipalbuilding.org. Contractors are responsible for all background check costs.