

# Questioned Identity Information Sheet

Your identity can come into question when one of the following situations occurs: you and another individual have the same name and date of birth; or another person — either knowingly or unknowingly — uses your name and date of birth. When a person’s identity comes into question, he or she may encounter problems of a financial or criminal nature. The Bureau of Criminal Apprehension (BCA) can address only the criminal aspects of questioned identity. This information sheet identifies the steps you should take if you find yourself the subject of questioned identity.

## ***Step 1: Contact the BCA***

The BCA is committed to working with individuals to mitigate the impact of questioned identity. If you are involved in a questioned identity situation, contact the BCA by phone, mail, or in person as soon as possible.

Minnesota Bureau of Criminal Apprehension  
MNJIS Section – Attn: Questioned Identity  
1430 Maryland Ave. East  
St. Paul, Minnesota 55106  
Telephone: 651- 793-2400

BCA personnel will compile and review information that will help to verify your identity. If the situation did not originate with the BCA, you may be referred to the appropriate agency.

## ***Step 2: Provide Documentation and Fingerprints***

If you come in person to the BCA office, you will be asked to complete a “Questioned Identity Initial Report Form.” Bring along a picture ID and any documents that lead you to believe that you are the subject of questioned identity.

If you would like the BCA to assist you with an issue of questioned identity, you must also provide fingerprints. Analysis of fingerprints is the only means of verifying identity.

If you cannot go to the BCA office, you may take the report form, your picture ID, and any documentation to your local law enforcement agency, where you can provide fingerprints. Personnel from that agency **must** submit the form and fingerprints to the BCA.

Although fingerprinting is free at the BCA office, some law enforcement agencies may charge a fee for this service.

## ***Step 3: Receive Verification***

A BCA representative will review your completed form, documents, and fingerprints. The process of determining whether an individual is the subject of a criminal record may take up to two hours; you can wait for the results of the review or have them mailed to you. If your information is mailed to the BCA, your results will be mailed to you.

If you are not the subject of a record, you will be issued a letter confirming that you are not the subject of that record. You can provide this letter to law enforcement agencies, or individuals such as potential employers or landlords, who may choose to make and retain copies.

Individuals who are subjects of criminal records will receive letters reflecting that information.

## ***Step 4: Keep Your Letter in a Safe Location***

Retain the original letter stating that you are not the subject of a criminal history; individuals who wish to do so can make copies for their records.

Keep the original letter in a safe location. If this letter is lost or stolen, notify the BCA immediately so it can be voided. Failure to report a missing letter can result in further questioned identity problems. You will be issued a new letter only after resubmitting fingerprints and other information.

## ***Step 5: Direct Inquiries to the BCA***

The information contained in your letter is current through the date it was issued. Individuals who require more information, including employers or landlords, should contact the BCA Criminal History Access Unit and provide the name on the letter, date, and validation number. The BCA will verify its validity. Inquiries should be directed to 651/793-2400.



# Questioned Identity Initial Report Form

*Please print all information clearly. (Illegible forms will not be processed.)*

Last Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_  
mm/dd/yyyy M or F

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Other Names and Name Variations Used \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Alternate Phone Number ( ) \_\_\_\_\_  
Area Code Area Code

Why do you believe you are the subject of questioned identity? Please be specific. Attach additional pages if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Under Minnesota Statutes § 13.04, the Bureau of Criminal Apprehension (BCA) must inform users of this form of the following: You are providing private data in order to attempt to resolve a situation of questioned identity. The BCA intends to use this data to determine whether a criminal history record or fingerprints for an unsolved crime with your name or fingerprints exists in the BCA Computerized Criminal History or Automated Fingerprint Identification system. You may refuse to supply the requested data. However, if you do not provide this data, the BCA cannot determine whether or not you are the subject of a criminal history record and cannot assist in resolving your questioned identity situation. The information provided will be used by BCA employees and individuals to whom you release it. As part of the questioned identity resolution process, your fingerprints will be compared with other fingerprints on file at the BCA. If fingerprint comparison confirms that you are the subject of a criminal history record or unsolved crime, information which you provide, including name and date of birth, may be added to the corresponding criminal history record and/or shared with other criminal justice agencies.*

*I acknowledge that I have read the information on both sides of this form, and I expressly authorize the BCA to use the information I am providing for the purpose of verifying my identity. I acknowledge that the BCA may retain the information which I provide, and that this information may be added to BCA records in appropriate circumstances.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Law enforcement agencies: Please send the completed form and fingerprints, along with copies of the documents that substantiate that the individual is the subject of questioned identity to: Bureau of Criminal Apprehension, MNJIS Section, Attention: Questioned Identity, 1430 Maryland Ave E, St. Paul, MN 55106.**