

# BCA Vendor Screening Program



Steps must be completed in order. Each step must be completed before moving on to the next step.

## Step 1

- ☐ Vendor company emails the BCA expressing interest in vendor screening at [BCACJISSATscreening@state.mn.us](mailto:BCACJISSATscreening@state.mn.us).
- ☐ BCA Vendor Screening Unit contacts vendor company to review screening process and provide required forms.

## Step 2

- ☐ If vendor company is not registered in the state procurement system (SWIFT), the BCA Vendor Screening Unit emails the vendor registration instructions.

## Step 3

- ☐ Vendor company fully completes and submits the following forms to [BCACJISSATscreening@state.mn.us](mailto:BCACJISSATscreening@state.mn.us).
  - ☐ Vendor Screening Form
  - ☐ Vendor Screening Contract
- ☐ The BCA Vendor Screening Unit notifies the vendor company once the submitted vendor screening form and executed contract have been processed. This step can take several weeks.

## Step 4

- ☐ BCA Vendor Screening Unit provides vendor company with instruction packet for individual employee screening.
- ☐ Vendor employee mails the following completed materials to:  
Bureau of Criminal Apprehension  
Criminal History Access Unit – CJIS SAT Screening  
1430 Maryland Ave. E.  
St. Paul, MN 55106
  - ☐ Background packet
  - ☐ Fingerprint card
  - ☐ Background screening fee paid by check, money order or cash at the BCA front desk (click here to view current fee schedule).

## Step 5

- ☐ Once the background check process is completed, BCA Vendor Screening Unit notifies vendor employee of clearance or denial.
  - ☐ Denied employees receive appeal process information.
  - ☐ Cleared employees receive instructions on establishing a CJIS Online account and completing Security Awareness Training and certification exam.
- ☐ Vendor employee completes Security Awareness Training and certification exam on CJIS Online.

## Step 6

- ☐ Vendor employee notifies the law enforcement agency that they have successfully completed the screening process.
- ☐ Agency confirms screening approval in CJIS Online.