

# SAMPLE LETTER

MN BCA, MNJIS – CHA Unit  
1430 Maryland Ave. E.  
St. Paul MN 55106

Re: Criminal Background Check Pre-paid Account (MN Statute 123b.03)

Dear Sirs,

We are requesting to set up a Pre-paid account with the Minnesota Bureau of Criminal Apprehension in order to run criminal background records pursuant to MN Statute 123b.03.

Please find enclosed the following:

1. Check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ to establish the pre-paid account.
2. The Non-profit verification form 501 (c)(3) for \_\_\_\_\_

Our account information should read: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your assistance in creating this account.

Sincerely,