



7550 Sunwood Drive NW
Ramsey, MN 55303
City Hall 763-427-1410
www.cityoframsey.com

Rental Licensing Criminal Background Update

CRIMINAL BACKGROUND CHECK

Minnesota Bureau of Criminal Apprehension Computerized Criminal History Data Request

City Code Chapter 26 requires a criminal background investigation be conducted on the Property Manager/ Caretaker listed on the Rental License Application. Please submit Criminal Background Investigation forms and photo copies of driver's licenses/state identification cards for each property manager, caretaker, and any other non-tenant that has access to the rental unit.

The following information is necessary for the Police Department to properly identify the applicant for the required criminal background investigation. This information will be retained only by the Police Department, as required by law, and will not be included in any investigative report submitted to the City Council or representatives, and will not become a part of the public record or released to the public except as required by law.

RENTAL PROPERTY ADDRESS

Address _____
Street/City/State/Zip

REQUIRED INFORMATION

Attach copy of state-issued identification (ID) card. Duplicate this page as necessary for other associated people.

Name _____ Date of Birth _____

Association ☐ Property Manager/Caretaker ☐ Maintenance ☐ Other _____

Address _____ Phone Number _____

Have you ever been convicted of a crime (felony or gross misdemeanor)? ☐ Yes ☐ No

If Yes, please list the location, nature of the offense, and the disposition:

Signature _____

OFFICE USE ONLY

Recommendation By Ramsey Police Department: ☐ Recommend Approval ☐ Recommend Denial

Additional Comments

Police Staff Signature _____

Background Completed By _____ Date _____