DEADLINES

SUMMER 08: MAY 23 FALL 08: AUG 11

SPRING 09: JAN 12

TeleCourses & S8W Courses: 1 Week Before Start Date

CIVILIAN BACKGROUND CHECK AUTHORIZATION FORM

BUTLER COMMUNITY COLLEGE of McConnell AFB

If any information is incomplete or incorrect, your background check will not be approved. Once approved, this background check is good for one year.

I _____ authorize Butler Community College of McConnell AFB to release my personal information, including, but not limited to, name, address, telephone number and social security number to the McConnell AFB Security Forces Squadron so that the Security Forces may perform a background check on me. I understand that this is a condition to attend classes on McConnell AFB.

_____

Signature Date

Please PRINT the following (must be legible):

Name: _____
(Last) First) (Middle)

Address:_____

_____
(City) (State) (Zip code)

Telephone Number: _____
(Area Code)

Social Security Number: _____ **Date of Birth**: _____

Driver's License Number: _____

(Form Date 2-13-08)

CUT ALONG DOTTED LINE BELOW FOR STUDENT -- TO BE KEPT BY STUDENT FOR FUTURE REFERENCE

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Civilian students enrolled are required to obtain a new McConnell vehicle pass each semester. Please follow these steps to complete the process.

1) **SUBMIT THIS FORM.** The form can be FAXED to 691-9476 to begin processing. H*owever*, we must have the **ORIGINAL** copy on file. Please *mail or return* it to the Butler Service Center (B-1 Market) 2626 S. Rock Road., Suite 116 Wichita, KS 67210. It takes ***approximately ONE WEEK*** to process the form and be approved**.

2) Once **BACKGROUND CHECK** is approved, the student must bring current **proof of citizenship** (**original state-issued birth certificate**, current U.S. Passport, or Naturalization papers), **vehicle registration,** current **vehicle insurance,** valid **Driver's License** to the Butler office at Butler Service Center. You must have classes paid for or paperwork submitted to Butler [financial aid, voucher/authorization, or deferred payment contract] before you will be issued the Schedule with the embossed seal (which is REQUIRED for Base access).

3) **BASE VEHICLE PASS**. The McConnell Air Force Base Visitor's Center will issue vehicle base passes beginning ONE WEEK PRIOR to start of classes **Monday – Friday from 6 a.m. to 7:45 p.m. and Saturday and Sunday from 8:00 a.m. to 4:00 p.m.** at the *McConnell AFB Visitor's Center* just inside the base's east gate (off of South Rock Road). To be issued a Base Vehicle Pass, the student is required to show their **proof of citizenship** [**original state-issued birth certificate**, current U.S. passport, or Naturalization papers], current **vehicle registration**, proof of **current vehicle insurance**, valid D**river's License**, **Student Schedule/Bill** with embossed seal as proof of enrollment. You will be allowed access to the base only for the days and hours indicated on your vehicle pass. Civilian students are required to obtain a new McConnell vehicle pass each semester.

****Please call 691-9456 to inquire about the current status of your background check.**