

Attention Civilian Students

Enrolling in Classes at McConnell AFB

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

1) **SUBMIT BACKGROUND CHECK FORM.** The form can be **FAXED** to **691-9476** to begin processing. *However*, we must have the **ORIGINAL copy on file**. Please *mail* or *return* the form to the Butler Service Center (B-1 Market) 2626 S. Rock Road, Suite 116 Wichita, KS 67210. It takes **approximately ONE WEEK** to process and approve the form. Please call our office at 691-9456 for status of your Background Check. A NEW BACKGROUND CHECK MUST BE SUBMITTED EVERY **FALL SEMESTER**.

2) Once Background Check is approved, the student **must bring the following** to the **Butler Service Center**:

- **Proof of U.S. Citizenship:** either original **state-issued Birth Certificate**, current U.S. Passport, or Naturalization papers
- **Current Vehicle Registration**
- **Current Vehicle Insurance**
- **Valid Driver's License**

You must have classes paid for or paperwork submitted to Butler such as financial aid award letter, QTTP voucher, WIA/KDHR approval before you will be issued the Schedule with the embossed seal (which is required for base access).

3) **OBTAIN BASE VEHICLE PASS at McConnell Air Force Base Visitor's Center (beginning ONE WEEK PRIOR to start of classes).** To be issued a Base Vehicle Pass, the student is required to show the following:

- **Proof of U.S. Citizenship:** either original **state-issued Birth Certificate**, current U.S. Passport, or Naturalization papers
- **Current Vehicle Registration**
- **Current Vehicle Insurance**
- **Valid Driver's License**
- **Student Schedule/Bill** with embossed seal as proof of enrollment.

McConnell Air Force Base security office will issue vehicle base passes at the *McConnell AFB Visitor's Center* just inside the base's east gate (off of South Rock Road). Visitor Center Hours are Monday through Friday 6:00 a.m. to 7:45 p.m. and Saturday and Sunday 8:00 a.m. to 4:00 p.m. 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.