

Attention Civilian Students

Enrolling in Classes at McConnell AFB.

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

- 1) **SUBMIT BACKGROUND CHECK FORM.** The form can be **FAXED** to **691-9476** or **681-2258** to begin processing. *However*, we must have the **ORIGINAL copy on file**. Please either mail original to Butler at 53474 Lawrence Ct. McConnell AFB, 67221, or drop it off at the Butler of McConnell office at Southwestern College located at 2040 S. Rock Rd., Room 200. It takes *approximately 10 days to Two Weeks* to process and approve the form. Background check is good for one year.
- 2) **McCONNELL STUDENT ID CARD.** Once approved, the student **must bring** to the **Butler at Southwestern College** office the following:

Current Vehicle Registration

Current Vehicle Insurance

Valid KANSAS Driver's License

Student Schedule/Bill as proof of enrollment

Proof of Citizenship such as original state-issued **Birth Certificate**, current U.S. Passport, or Naturalization papers

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 Butler student McConnell AFB ID card.

- 3) **BASE VEHICLE PASS at McConnell Air Force Base Security Office.** To be issued a Base Vehicle Pass, the student is **required to show** the following:

Current Vehicle Registration

Current Vehicle Insurance

Valid KANSAS Driver's License

Student Schedule/Bill as proof of enrollment

McConnell Student ID Card.

Proof of Citizenship such as original state-issued **Birth Certificate**, current U.S. Passport, or Naturalization papers

The 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 8:00 a.m. to 8:00 p.m. MONDAY through FRIDAY. You will be allowed access to the base during the semester only for the days and hours indicated on your vehicle pass (your class schedule).

Please call 691-9456 or 681-3522 to inquire about the current status of your background check.

