

# **STUDENTS: Please KEEP this sheet for reference**

## **McCONNELL AFB**

### **BACKGROUND CHECK PROCEDURES**

Any students enrolled who are not military or military affiliated (do not have base access), **are required to have documents reviewed and obtain a new McConnell vehicle pass every EIGHT WEEKS.** Please follow these steps to complete the process which is required by McConnell AFB Security Forces.

- 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 FORM** MUST BE COMPLETED when there is a break in enrollment (not including Summer).
- 2) Once Background Check is approved for the **CURRENT** eight weeks, the student **must bring the following** to the **Butler Service Center (issued FIVE CALENDAR DAYS prior to class start date)**:

- Proof of U.S. Citizenship:** either original **state-issued Birth Certificate**, current U.S. Passport, or Naturalization papers
- Current Vehicle Registration** (must be in students' name **OR** must have NOTARIZED letter completed by vehicle owner. Notary available at Service Center during posted hours.)
- Current Vehicle Insurance**
- Valid Driver's License**

3) **CLASSES PAID.** You must have classes paid for, on payment plan, 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).

4) **OBTAIN BASE VEHICLE PASS** at **McConnell Air Force Base Visitor's Center**. To be issued a Base Vehicle Pass, the student is **required to show** the following:

- ALL documents listed above AND**
- Student Schedule/Bill** with embossed seal (from Service Center) 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 5:45 p.m.** You will be allowed access to the base only for the days and hours indicated on your vehicle pass. **Students are required to obtain a new McConnell vehicle pass EVERY EIGHT WEEKS.**

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

# BACKGROUND CHECK FORM

For BUTLER COMMUNITY COLLEGE of McConnell AFB

**\*\*\*DEADLINE IS ONE WEEK before Class Start Date\*\*\***

Please **7\ YW** semester you are attending (all that apply)  
**FALL: 16wk 1<sup>st</sup>-eight week 2<sup>nd</sup>-eight week**  
**SPRING: 16wk 1<sup>st</sup>-eight week 2<sup>nd</sup>-eight week**  
**SUMMER: Eight week**

If any information is incomplete or incorrect, your background check will **not** be approved. This form only needs to be completed once per year, (Fall Semester to Fall Semester), **HOWEVER**, new vehicle passes are required every **EIGHT WEEKS**, so ALL documentation must be reconfirmed every **EIGHT WEEKS**.

**(New Background Check Form MUST be completed when there is a break in continuous enrollment—REQUIRED DOCUMENTS are reviewed EVERY EIGHT WEEKS).**

**\*\*U.S. CITIZEN? Yes No**

(\*\*U.S. Citizenship is **REQUIRED** to obtain entry/take classes on McConnell AFB\*\*)

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: \_\_\_\_\_ State of Issue \_\_\_\_\_

I, \_\_\_\_\_, authorize Butler Community College of McConnell AFB to  
(First and Last Name)

release my personal information, including, but not limited to, name, address, telephone number, social security number, DOB and DL Number to the McConnell AFB Security Forces Squadron so that the Security Forces may perform a background check on me. Information provided *may be checked more than once throughout the year*. I understand that this is a condition to attend classes on McConnell AFB.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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