

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 e-mailed to butlerofmccconnell@butlercc.edu, faxed to **691-9476**, mailed to the Butler Service Center (B-1 Market) 2626 S. Rock Road, Suite 116 Wichita, KS 67210 or dropped by any of our offices to begin processing.
- 2) We will send the form to Security Forces for processing **approximately two weeks before classes begin.** Please call our office at 323-6060 for status of your Background Check. A **NEW BACKGROUND FORM MUST BE COMPLETED** when there is a break in enrollment (not including Summer), or every Fall semester.
- 3) 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) **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 323-6060 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******

*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).

****ARE YOU A 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
(First and Last Name)

to 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 323-6060 to inquire about the current status of your background check.**