



Revised: 11/2015

Pine Technical & Community College

MN Criminal History Background Check Requirements

Important Information Regarding Criminal History Requirements

- If you have a valid Permit to Carry, you will not need to complete the attached Criminal Background Check Requirements. You will need to provide PTCC with proof of your Permit to Carry so the Background Check Requirements can be waived.
- If you are under the age of 18, PTCC requires that you have a background check to obtain a place on the waitlist. Please be aware when the applicant turns 18, a new background check must be completed before you will be allowed to begin the Gunsmithing and Firearms Technology Program.
- If you have not lived in Minnesota for one full year, you will also need to provide this information from the state in which you previously resided.
- Any discrepancies between this form and your criminal history could result in your application to the program being voided.
- To be fully accepted into the Gunsmithing and Firearms Technology Program at Pine Technical & Community College, you must provide the following background check from the Minnesota Bureau of Criminal Apprehension.

Directions for the Informed Consent Form:

1. Fill out the enclosed "Informed Consent" form.
2. Have it notarized.
3. Enclose the following information with the "Informed Consent" form:
 - Pine Technical & Community College self-addressed envelope provided for you; please add the necessary postage.
 - Your check or money order for \$15.00, made out to: MN Dept. of Public Safety-BCA
4. Mail all information to:
Minnesota Department of Public Safety
Bureau of Criminal Apprehension-Criminal History Unit
1430 Maryland Ave. E
St. Paul, MN 55106



800.521.7463/
320.629.5100



www.pine.edu



900 Fourth Street SE
Pine City, MN 55063



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MINNESOTA STATE COLLEGES
AND UNIVERSITIES SYSTEM



Pine Technical & Community College

Informed Consent for Criminal History

The following named individual has made application with Pine Technical & Community College for entrance into the Gunsmithing and Firearms Technology Program.

Please print the following information about the applicant:

Last Name: _____

First Name: _____

Full Middle Name: _____

Maiden, Alias, or Former Name(s): _____

Date of Birth: _____
Month/Day/Year

Sex (M or F): _____

Social Security Number (optional): _____

*I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to **PINE TECHNICAL & COMMUNITY COLLEGE** for the purpose of **ENTRANCE INTO THE GUNSMITHING AND FIREARMS TECHNOLOGY PROGRAM** with this agency.*

The expiration of this authorization shall be for a period of no longer than one year from the date of my signature.

Signature of Applicant

Date

Signature of Notary

Date

Return to:

Pine Technical & Community College

900 4th Street SE

Pine City, MN 55063



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