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
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: ___________________ Sex (M or F): __________

Month/Day/Year

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