



## Minnesota Criminal History Background Check Requirements

### Important Information Regarding Criminal History Requirements

- 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 you turn 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:
  - a. Pine Technical & Community College self-addressed envelope provided for you; please add the necessary postage.
  - b. 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



## 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