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