



## Criminal History Background Check Requirements (Non-MN or WI)

### 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 your state 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 your state's Department of Public Safety.

### Directions for the Record Request Form:

1. Google your state's "Department of Public Safety"
2. Find a link relating to criminal history or background check describing the steps required by your state to obtain a background check that will allow you to receive a Federal Firearms License.
3. Complete the required paperwork and pay any required fees.
4. The **original findings** must be mailed directly to Pine Technical & Community College by the agency doing the background check. We have provided a return envelope for you to send with your completed paperwork.

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