Welcome to Gateway Technical College's Background Check Request system.

Please read and follow the instructions carefully.
Be sure to select the appropriate package based on your program.

1. Read each screen carefully.
2. You will need the following to complete your request:
   a. Name, date of birth, social security number, phone number, email, address, current address.
   b. All addresses (City, State, Country, and Zip Codes) for the past three years including dates you lived at each location.
   c. Credit or Debit card information –OR-
   d. Money Order (this includes students who have an authorization on file at GTC covering the cost of the CBC.
3. Once you have this information, Click on "Click Here to Order your Background Check".

Package Selection

- Please select a package below.
- If you are not sure which package to select, please contact your Program Director.
- Additional charges may be added to your order based on information provided in the next steps.
- Language Translation Tool by Google
- For further questions, please contact American DataBank

	Please select a package.
○	Package 1: Criminal Background Check Price: $27.00 *(Additional fees may apply)*
○	Package 2: Law Enforcement Academy Background Check Price: $34.00 *(Additional fees may apply)*

Continue With Order

For assistance or questions, please call 1-800-200-0853.

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110 16th Street 9th Fl, Denver, CO 80202
Business Hours: 8:00am - 6:00pm (MST) Mon - Fri
View the Refund Policy

GATEWAY TECHNICAL COLLEGE

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1. Click on the appropriate box to select the Background Check option you need. The base CBC price is $27. Additional fees may apply based on information submitted such as other first and last names and other states of residence. **PLEASE NOTE: Package 2 is for Law Enforcement Academy applicants only. All other applicants should choose Package 1.**

   GTC reserves the right to deny program admission or selection to core courses if all other prior names, aliases and/or required addresses are not included in your Background Check request.

2. Click "Continue with Order" to go on.

GATEWAY TECHNICAL COLLEGE | Student Background Checks | Powered By American DataBank

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Applicant Information

- Please provide all requested information.
- Bold * lettering indicates required information.
- Omitting or providing false information may be cause for disqualification.
- Use the ZIP code look up tool to be sure your ZIP code is correct.
- Language Translation Tool by Google

Applicant Information

First Name *:	
Last Name *:	
Middle Name:	
Alias/Maiden Name 1:	Please Note: If you DO NOT have an alias name, leave this field blank.
Alias Name 2:	Please Note: If you DO NOT have an alias name, leave this field blank.
Alias Name 3:	Please Note: If you DO NOT have an alias name, leave this field blank.
Social Security Number*:	International Students: If you do not have a Social Security Number please enter all one's (111-11-1111).
Date of Birth*:	01 / 01 / (mm/dd/yy)
Gender *:	○ Male ○ Female
Phone Number *:	(111-111-1111)
Would you like a copy of your background check report?	○ Yes, please send me a copy by e-mail. ◉ No, do not send me a copy. *Please note, your copy will be sent by e-mail upon completion of the background report and this may take up to 10 business days. Help
E-mail Address *:	Type E-mail address. Re-type E-mail address.
Program of Study *:	Select One

Current Residential Address

Address *:	
City *:	
State or U.S. Territory *:	Wisconsin For an international address, select "International" and select the foreign Country name below.
Country *:	USA
ZIP Code *:	ZIP Code look up tool Please Note: If you have an international address that does not require a Zip Code, please fill in "11111".
Dates at address *:	From: To: (mm/yy) If this is your current address, please fill in the "To" field with the current month and current year.

Next

For assistance or questions, please call 1-800-200-0853.

"Yes"

Applicant Information

1. All items marked with * must be answered.
2. **Be sure to provide ALL other first and/or last names you have used.** Alias refers to any name(s) you have used due to marriage, divorce, adoption, etc. Your Background Check must also include all prior names we have on file for you. Do not use former/alias/maiden names in the field for your middle name. A background check will not be run searching this name and will result in you having to re-request and pay for another background check.
3. Gateway recommends that you click, "Yes, please send me a copy by e-mail". There is no additional fee for this service. Gateway cannot provide copies of CBCs.
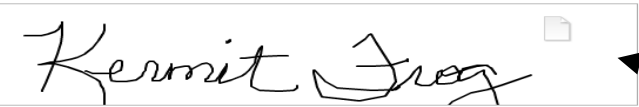4. When all questions have been answered, click "Next" to continue.

Disclosure and Release

1. Read the Disclosure and Release Form carefully.
2. Signing this does not take the place of turning in a Gateway Background Information Disclosure (BID) Form even if you have turned one in previously. If you have not turned in a BID yet, please go to www.gtc.edu/forms to get one.
3. Using your mouse, sign your name in the Signature box.
4. When you have read and signed this page, click "Continue" to go on.

Hold On!

Click "Continue to Place Order".

You will enter your past three years' addresses and payment information in the screens to follow.

Residential History

Instructions:

- Please provide your residential history for previous **THREE YEARS**. Do not list your current residential address.
- Please click the Next button if you do not have any previous residential history.
- Omitting information may cause disqualification.
- Use the ZIP code look up tool to be sure your ZIP code is correct.
- Language Translation Tool by Google

Price Information:

- Criminal record search locations are defined by applicant provided residential history.
- For each applicant provided alias name or additional location outside of the base package, $12 will be added per search location found in the applicant provided residential history.
- If you have lived in any of the following locations the corresponding additional court access fees will be applied to your order: AR($34), FL($36), IL($27), IN($27), KS($32), KY($27), ME($43), MI($22), MO($23), MT($24), NH($72), NV($24), NY($79), OK($27), PA($22), SC($37), SD($27), TN($17), VT($14), WY($37)

Previous Residential Address 1

City:	
State:	(Domestic)
Country:	For an international address, select "International" and type the foreign Country name below
	USA — Country
ZIP Code:	ZIP code look up tool
Dates at address:	From: To: (mm/yy)

Clear

Previous Residential Address 2

City:	
State:	(Domestic)
Country:	For an international address, select "International" and type the foreign Country name below
	USA — Country
ZIP Code:	ZIP code look up tool
Dates at address:	From: To: (mm/yy)

Clear

Previous Residential Address 3

City:	
State:	(Domestic)
Country:	For an international address, select "International" and type the foreign Country name below
	USA — Country
ZIP Code:	ZIP code look up tool
Dates at address:	From: To: (mm/yy)

Clear   More Addresses

Next

For assistance or questions, please call 1-800-200-0853.

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Residential History

1. *Read the Price Information carefully. Your final price is determined by the number of prior names (aliases), previous addresses, and states other than Wisconsin.*
2. You will need to provide all locations at which you have lived for the **past three years.** This includes City, State, Country, Zip Code, and dates at location.
3. Review price Information. **Any additional fees assessed are in addition to the base price of $27.**
4. Use the "Zip Code look up tool" to find your prior zip code.
5. If you need more space to add locations, click "More Addresses"
6. If you only lived in Wisconsin for the past three years, enter "Next" to go on.
7. When all prior aliases and addresses are entered, click "Next" to go on.

Confirm Order Information

1. Review all information on this screen. If the information is incorrect, click "Go To Edit" now.
2. **Individuals who request a Background Check that contains incorrect information (mistyped names, former/maiden name used for middle name, mistyped SSN or DOB) or excludes information (other names, addresses, or states) will have to re-request and pay the fees for a correct one prior to admission or course/petition selection.**
3. Please note the payment total under Payment. This is the amount you will be charged for your Background Check.
4. Select "Pay by Credit Card" to pay with a Discover, Visa, American Express, or MasterCard debit or credit card.
5. Select "Pay by Money Order"
   a. If you are paying by money order. Send your Money Orders directly to American Databank. When American Databank receives your Money Order, they will process your CBC.
   b. If you have an authorization on file with GTC covering the cost of your Background Check, select Money Order. Gateway Technical College communicates authorization information regularly with American Databank. American Databank will process your CBC within 24 hours of

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Payment By Credit Card

Payment Information
- The price for this order is $51.00.
- Please fill out this form completely and accurately.
- Language Translation Tool by Google

Please provide your payment information
- Please note: "American DataBank" will appear on your credit card statement.
- For security reasons, the provided credit card billing address must match the billing address as found on your credit card statement.
- A Parent or Guardian's credit card will be accepted.

Card Type: [Select One ▾]
Card Holder's Name: [_____]
Card Number: [_____] (no dashes)
Expiration Date: [▾] / 2012 [▾]
CVV: [____] What is CVV? »

Card Billing Address
Street Address: [_____]
City: [_____]
State: [▾]
ZIP Code: [_____]

User Agreement
I understand that as a part of the clinical acceptance process for Gateway Technical College, that they and/or their agents may conduct an investigation of my personal information. The investigation may

Please check below if you accept User Agreement
☐ I read User Agreement and accept it.

IP Address of your computer 199.255.1.20
Credit card processing may take a few moments. Please CLICK ONLY ONCE.

Be sure your information is correct.
It is not possible to make changes to your order after it has been submitted. If your order is submitted with incorrect information you will need to submit another background check with additional fees.

[Clear] [I agree and submit]

VeriSign Secured — VERIFY»   DISCOVER VISA MasterCard

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Payment by Credit Card

1. The top of the screen lists the fee you will be charged for your Background Check.
2. Enter your credit or debit card information including
   a. Card type,
   b. Card number,
   c. Name on the credit or debit card,
   d. Expiration date of the card,
   e. CVV (Card Verification Value) – the three-digit number on the back of your Visa, MasterCard, or Discover card. Am. Express' CVV number is the four-digit number on the front of the card.
   f. Enter the billing address for the credit or debit card.
3. Read the User Agreement; then check that you have read it. **When all information is entered and correct,** click "I agree and submit".
4. Only click Submit once. It may take a few moments for your order to be

Print This Receipt for your Records — Powered By American DataBank

Close this window | Print this page

Money Order Payment Instructions:

Thank you for your order.
To process your request please print this web page, sign it, and mail it with the money order to:

American DataBank
110 16th Street 8th Fl.
Denver, CO 80202

Please make the money order payable to American DataBank in the amount of $51.00.

Order Summary

Application Information
Package: Gateway Technical College Criminal Background Check
Name: Kermit Frog
Alias/Maiden Name(s):
SSN: XXX-XX-1111, DOB: 10/01/90
Gender: MALE
Phone Number: 26211111111
E-mail Address: Kermy@yahoo.com
Program of Study: Instructional Assistant

Residential History
Current Address: Miss Piggy's house, Los Angeles, CA 87847 Country: USA
Dates at Address: From 01/00 to 01/12
Previous Address 1: Los Angeles,CA 87847
Country: USA
Dates at Address: From 01/00 to 01/12

We're committed to protecting your information.

Privacy and Security Statement
In order to protect the security of the sensitive information, we use a rigorous identity verification process.
We submit personal information, such as your name social security number and date of birth for research. If it matches the information on file, we deliver the report to you.

Please rest assured that we have security measures in place to protect your information and identity. We electronically scramble your information using SSL (secure socket layer) encryption - a widely trusted encryption standard.

All information you submit, such as your social security number, is safely transferred to a secure computer. Your personal information resides on our secure servers where only our software can access it. Our employees are trained to use our strict privacy practices. For more in-depth information, please read our Privacy Policy.

I understand that as a part of the clinical acceptance process for Gateway Technical College, that they and/or their agents may conduct an investigation of my personal information. The investigation may include, but is not limited to criminal history records from State and Federal sources, FBI fingerprint records, drug screen results and information from other sources. I understand that background check information and drug screen results obtained may be used to determine my eligibility to attend the educational program. By submitting this background check application I am certifying that the information I have provided is accurate and true to the best of my knowledge. I acknowledge that omitting information or providing false information may be grounds for disqualification.

Applicant Signature: _____ Date: _____

Please retain a copy of this page for your records.

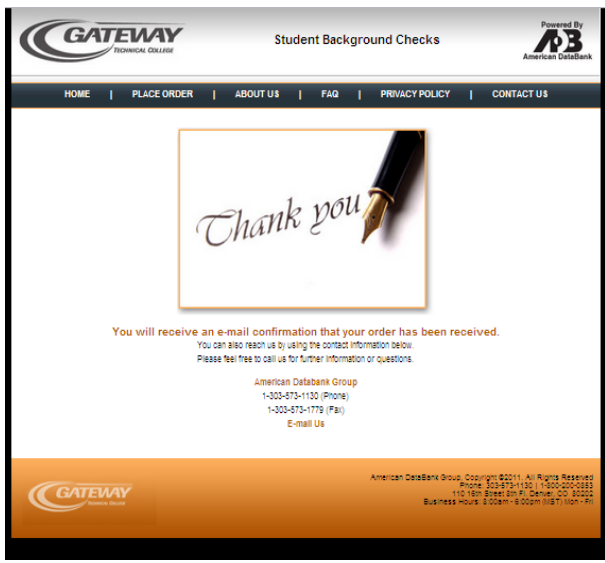Close this window | Print this page

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You will know your payment has been processed when you receive this confirmation receipt.

If you requested a copy of the CBC be sent to you at your email address provided, you will receive your copy when it is processed.

Gateway Technical College Admissions Office will receive an electronic copy of your Background Check within a few days of your request.

Due to the important nature of the Background Check, Gateway cannot accept Background Checks forwarded from your email or paper copies. We are required to only use the electronic version sent to us.

If you have not turned in a Background Information Disclosure (BID) form, please go

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Student Background Checks — Powered By American DataBank

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Thank you

You will receive an e-mail confirmation that your order has been received.
You can also reach us by using the contact information below.
Please feel free to call us for further information or questions.

American Databank Group
1-303-573-1130 (Phone)
1-303-573-1779 (Fax)
E-mail Us

American DataBank Group, Copyright ©2011, All Rights Reserved
Phone: 303-573-1130 | 1-800-200-0853
110 16th Street 8th Fl. Denver, CO 80202
Business Hours: 8:00am - 6:00pm (MST) Mon - Fri

Thank you for using Gateway Technical College and American Databank Background Check request system.

We should be receiving your Background Check in the next few days.

If you have questions about this process, please contact:

American Databank Group
1.303.573.1130

☐ **I have read, understand the instructions and am ready to request my background check.**

(Shay, we want students to click on the box to go to http://www.gatewaytechnicalcompliance.com/. There should only be links to these instructions, no direct links to Am. Databank)