



Background Check Request Instructions

As part of the application process for acceptance at **Gateway Technical College** I understand that they and/or its agents may conduct an investigation of my personal information. The investigation may include, but is not limited to Criminal History Records (from state, federal and other agencies). I understand that these records may be used for the eligibility of my acceptance into the aforementioned school's educational program. I authorize without reservation the full release of these records and for the State of Wisconsin to obtain information.

In addition, I release and discharge the State of Wisconsin, Gateway Technical College, and all of its agents and associates, any expenses, losses, damages, liabilities, or any other charges or complaints for the investigative process. I also authorize the full release of the information described above, without any reservation, throughout any duration of my enrollment at **Gateway Technical College**.

I understand that the information I provided within the Background Check Request form and my letter of eligibility will be shared with potential practicum sites.

I also certify that all information provided is correct on the above Background Check Request Form to the best of my knowledge. Any false statements provided will be considered just cause for denial of acceptance and/or placement at practicum sites.

I understand that in consideration of being admitted into a Service Occupations Program at Gateway Technical College, a governmental body organized and existing under the laws of the State of Wisconsin, and being fully informed that Department of Children and Families will conduct the background check, do, for myself, my heirs, and executors, assigns and administers, remise, release, and forever discharge, Gateway Technical College, its Board members, its employees, agents, and its successors, of and from all manner of action or actions, cause or causes of actions, suits, sums of money, claims and demands whatsoever, in law or equity, which I have ever had or now have against Gateway Technical College, due to the inability to secure a practicum placement for the Service Occupations program in which I am now enrolled because of the refusal of a practicum site to allow me access to their facility, whether the same be upon contract or upon tort.

Complete your Background Check Request [here](#).

IMPORTANT!

CONTINUE TO THE **BACKGROUND CHECK REQUEST (BCR)** – YOU MUST COMPLETELY ANSWER ALL QUESTIONS ON THE BCR. To avoid delays in processing your BCR, please provide your full Social Security Number, county you reside in, full addresses with counties identified for any of your addresses outside of Wisconsin within the last 5 years, and provide any additional information requested to answer each question. Note that if you have lived outside of Wisconsin within the last 5 years, you will receive additional documentation via email from the Department of Children and Families that will need to be completed, notarized, and returned to them following instructions provided. Your final eligibility may be delayed up to 45 days. It is essential that your replies on the BCR are complete and accurate to be considered for admission to and placement in your program.