

AUTHORIZATION FOR CRIMINAL RECORD SEARCH

KIRTLAND COMMUNITY COLLEGE
10775 N. St. Helen Road, Roscommon, MI 48653

I hereby authorize business office personnel and/or any sworn officer of Kirtland Public Safety Department bearing this authorization to obtain information pertaining to my personal background with regard to criminal history.

I hereby authorize release of such information upon the request of the bearer. This authorization is executed with full knowledge and understanding that the information is for official use by Kirtland Community College and/or the Kirtland Public Safety Department.

I hereby release you, the institution or establishment you represent, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization for release of information, or any attempt to comply with it. Should there be any questions as to the validity of the authorization, you may contact me as indicated below.

This authorization shall continue in effect until revoked by me, in writing, or one year from this date, whichever comes first. A photo copy of the authorization shall have the same force as the original.

Student should take the completed form, along with payment of \$10.00, to Kirtland's accounting office or the M-TEC front office. If preferred, the form and payment may be mailed to the address below.

FULL NAME (typed or printed)	RACE	DATE OF BIRTH	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
PREVIOUS NAME (S) (Maiden name and/or aliases)		TELEPHONE NUMBER	
STUDENT SIGNATURE	STUDENT ID NUMBER	TODAY'S DATE	

TOTAL AMOUNT ENCLOSED: \$ _____ If mailing, please mail to: Kirtland Community College Accounting Department 10775 N. St. Helen Road Roscommon, MI 48653	FOR OFFICE USE ONLY		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px; border: none;"> <i>Accounting Office:</i> Date Paid: _____ Processed by: _____ </td> <td style="width: 50%; padding: 5px; border: none;"> <i>Business Office:</i> Processed by: _____ <input type="checkbox"/> Criminal Record <input type="checkbox"/> No Criminal Record Database Updated: _____ </td> </tr> </table>	<i>Accounting Office:</i> Date Paid: _____ Processed by: _____	<i>Business Office:</i> Processed by: _____ <input type="checkbox"/> Criminal Record <input type="checkbox"/> No Criminal Record Database Updated: _____
<i>Accounting Office:</i> Date Paid: _____ Processed by: _____	<i>Business Office:</i> Processed by: _____ <input type="checkbox"/> Criminal Record <input type="checkbox"/> No Criminal Record Database Updated: _____		

Instructor or Department requesting criminal record search: _____