

# RELEASE OF BACKGROUND INFORMATION

Effective Summer 2010, all housing applicants are required to complete a Release of Background Information form. Documentation is required to obtain the criminal history record information. The required documentation includes a copy of the applicant's current Driver's License or State Identification number. A Passport or Military I.D. may be used. In addition, you must enclose a \$10 non-refundable fee. The fee may be in the form of a check, money order, or credit card.

Include this form, your fee and documentation, your bacterial meningitis vaccination record with the Kilgore College Housing Application, and room deposit. If you have questions, please contact the Office of Residential Life at 903-983-8191.

I, \_\_\_\_\_, an applicant for residency in Kilgore College's Student Housing, hereby authorize Kilgore College to obtain criminal history record information from any law enforcement agencies, which may have criminal history record information on me, including but not limited to arrests, investigation, convictions, and other reports. I hereby release Kilgore College and any law enforcement agencies receiving a copy of authorization from liability for the release of any information to Kilgore College. An applicant with a pending charge or a conviction for a felony, class A misdemeanor or class B misdemeanor may be declined by Kilgore College housing. In addition, I certify that I have submitted correct and updated information concerning any legal issues.

Applicant's Name (print) \_\_\_\_\_ Social Security No. \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Email Address \_\_\_\_\_

M / F (circle one) Date of Birth \_\_\_\_\_ Maiden Name \_\_\_\_\_

Type of Documentation (check one and send a copy):

Driver's License No. \_\_\_\_\_ State Issued \_\_\_\_\_

State Identification No. \_\_\_\_\_ State Issued \_\_\_\_\_

Passport No. \_\_\_\_\_

Military ID

Please list all Convictions or Pending Charges \_\_\_\_\_

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