

## MTEC's Background Checks Policy

Dear Student,

When requesting a background check of attendance, completion and certification from MTEC, the following must be provided:

1. Written request by the applicant and/or signed permission to release information from applicant to the organization requesting the background check information.
2. Name of applicant while attending MTEC if different than current name (due to name change such as marriage).
3. Year of attendance.
4. Year of graduation, if applicable.
5. Program of study/enrollment; specify high school, adult daytime or adult evening classes.
6. **MTEC Fax number: 304-291-9247.**

\*\*MTEC reserves the right to deny this service if we believe it is an effort to fraudulently acquire a person's personal and sensitive information.