

PERSONAL BACKGROUND CHECK INSTRUCTIONS - \$30.00 fee

Go to the “Criminal History Record Search Kansas Bureau of Investigation” Website
<http://www.kansas.gov/kbi/criminalhistory/>

- (Select TAB) Perform a Record Check
- (Select TAB) Begin “Sign In” If you already have an account. “Sign Up” if you have NOT already set up an account (Follow website instructions.)
- Review “Customer Agreement”
- (Select TAB) I agree to continue
- Fill in “Customer Info” • (Select TAB) Submit
- Fill in “Search” information
- (Select TAB) Submit
- Proof read “Search Confirmation”
- If correct, (Select TAB) Pay by Credit (follow website instructions)
- If incorrect, (Select TAB) Refine Search

NOTE: Be sure to PRINT/SAVE ALL pages of your report that will confirm either

- No records found
- OR
- The search resulted...

SUBMIT ALL PAGE(S) TO:

Email: askus@fhct.edu

Fax: 620-343-4610 (attention: Admissions)

Mail:

Flint Hills Technical College

c/o Admissions

3301 W 18th Avenue

Emporia, KS 66801