



Jennifer Burns, Licensure Officer  
 Dept. of Educational Theory and Practice  
 MSU Billings, COE, Rm. 262  
 1500 University Drive  
 Billings, MT 5910  
 Phone: 406-657-2293  
 Fax: 406-657-2104  
 jburns@msubillings.edu

## Montana State University Billings Redissemination Request of Background Check Information

<b>Candidate First Name</b>	<b>Candidate Middle Initial</b>	<b>Candidate Maiden Name</b>	<b>Candidate Last Name</b>
<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone</b>	<b>Date of Birth    Month/Date/Year</b>		<b>Last 4 digits of SSN</b>

The undersigned requests and expressly authorizes Montana State University Billings to send a fax copy of the Criminal History Background Check Report to a Montana public school or school district or a unit of the Montana University System, an "authorized agency" as defined in federal law. It is against FBI policy for background reports to be shared across state lines or with private institutions. Reports being disseminated must be less than 2 years old.

**Background Check Report to be sent to \_\_\_\_\_**

**Recipient Address**

<b>Recipient Telephone</b>	<b>Recipient Fax</b>

**Recipient Contact Person**

**Candidate Authorization:**

<b>Signature</b>	<b>Date</b>

Montana State University-Billings reserves the right to deny the request to disseminate any background check information

- Request for MSU-Billings to share background information with other institutions -