

Instructions for completing Criminal Record Check form:

- 1) Complete the attached NMTCC Request for PA State Police Criminal Record Check.
- 2) Be sure to **include** social security number.
- 3) Make the check or money order payable to North Montco Technical Career Center (NMTCC) in the amount of \$22.00 and submit with this form.
- 4) Please note that NMTCC requires a criminal history check for every Health and Human Services student **once a year EVERY YEAR.**