



## **Application for Graduate Level (MDiv, MA and CATS) Programs**

### **National Criminal Background Checks**

The purpose of a criminal background check is to identify incidents of sexual and abusive behavior that would prevent safe interaction with various constituencies. This policy does not exclude the possibility of rehabilitation, but serves as a means of opening conversation and opportunity for healing for potential students. The criminal background check policy is written to work toward the goal of creating the safest campus possible for our students, employees and related communities. Bethany Theological Seminary takes into consideration all the application materials when making admissions decisions, yet reserves the right to deny admission based on information obtained through the background checks.

#### **Instructions:**

1. Complete an FBI fingerprint form at your local law enforcement office. You may also choose to complete this process during your Bethany campus visit—we are happy to accompany you. Please choose whichever is most comfortable for you. The sooner you can complete this process, the sooner the final report will arrive.
2. Complete the National Background Check request form in this packet in the presence of a notary public. You can also choose to complete this step during your Bethany campus visit. This form allows the FBI to send the report directly to the Admissions Office, where it is handled with care, according to the Policy Statement on Student Records, as found in the Student Handbook.
3. Mail both the completed fingerprint form and the National Background Check form to:  
Bethany Theological Seminary  
Amy Ritchie  
615 National Road West  
Richmond, IN 47374





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NATIONAL CRIMINAL BACKGROUND CHECK  
DEGREE SEEKING APPLICANTS TO BETHANY THEOLOGICAL SEMINARY

I, \_\_\_\_\_, request a national criminal background check as part of the application process into the Masters of Divinity/Masters of Arts/CATS (circle one) degree program at Bethany Theological Seminary. Please send the background check report to:

Bethany Theological Seminary  
Admissions Department  
Amy Ritchie  
615 National Road West  
Richmond, IN 47374

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Signature of applicant

Date

**This form must be completed in the presence of an official notary public,  
and must bear the stamp and signature of the notary.**

Before me the undersigned, A Notary Public for \_\_\_\_\_ County, State of \_\_\_\_\_,  
personally appeared \_\_\_\_\_ acknowledged the execution of this  
document this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Name of person)

\_\_\_\_\_  
Notary Public Signature

SEAL

My commission expires: \_\_\_\_\_