

All applicants* – **do not** complete the background check until notified.

***International applicants** – specifically, **do not** complete background check(s) until *conditional* acceptance has been sent by the Gunsmithing department. International background check(s) will cost an *additional* fee *per each country* lived in.

Background check will cost \$41.00 (not including fees).

Instructions on background check:

- Go online to www.castlebranch.com
- Click on the Place Order button
- Enter package code MZ86bg, click submit
- Read and Agree to the Terms, click continue
- Enter your information

The money paid goes to the background check provider, Castlebranch, **NOT** MSC or any MSC departments/employees.

If you haven't heard from us within a few days of submitting your background check please get in contact with me via email at shopson@mscok.edu or by calling the office at (580) 387-7480. If there are any issues with the castlebranch site, please let us know.